

PHA Plan

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

**SPOKANE HOUSING AUTHORITY
SPOKANE, WASHINGTON
WA055v02**

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

SHA STRATEGIC PLAN AND 5 YEAR AGENCY PLAN WITH OBJECTIVES AND STRATEGIES FY 2002-2006

DRAFT

SPOKANE HOUSING AUTHORITY MISSION

THE SPOKANE HOUSING AUTHORITY IS DEDICATED TO INCREASING SAFE, AFFORDABLE HOUSING AND PROVIDING OPPORTUNITIES FOR PERSONS EXPERIENCING BARRIERS TO HOUSING

SPOKANE HOUSING AUTHORITY VISION

THE SPOKANE HOUSING AUTHORITY WILL LEAD THE COMMUNITY IN ASSISTING RESIDENTS WITH AFFORDABLE HOUSING NEEDS, WHILE CREATING OPPORTUNITIES AND INCENTIVES FOR SELF-SUFFICIENCY

STRATEGIC GOAL # 1: Increase the availability of safe, decent affordable housing.

Objective #1:

Prioritize and review targeting of SHA services and resources.

Strategies:

- 1) Using the housing affordability report being completed by Spokane Housing Affordability Partnership, homeless demographics of the City and community census data, compare City/County needs with SHA demographics. Data collection completed by February 2001
 - 1(a) Complete a development plan for Spokane city/county June 2001
 - 1(b) Determine the development role of SHA over the four county service area. FY2002
 - 1(c) Identify tenant based rent assistance needs in 4 county service area.
- 2) Pursue joint Spokane City/County jurisdiction July 2001
 - 2(a) Spokane County cities June, 2001
 - 2(b) Whitman, Stevens and Pend Oreille Counties Fy 2002
- 3) Take a more proactive role in the development of local and regional comprehensive plans and housing affordability strategies.
 - 3(a) Establish a working group that includes SLIHC, city and county representatives to develop a regional strategy for preserving OPT-OUT Section 8 properties
- 4) Expand the supply of tenant based assisted affordable housing.
 - 4(a) Increase total Vouchers by approximately 120 units per year.
- 5) Evaluate and possibly restructure housing projects to best meet targeted populations and increase financial soundness in the on-going operations.
 - 5(a) Complete financial analysis for conversion of Public Housing units to Section 8 and include in FY02 agency plan
 - 5(a1) Apply for public housing conversion with project vouchers/Section 8 for family scattered site units and Parsons with conversion being completed in FY03.
 - 5(a2) Apply for project vouchers for 8 units of disabled/elderly housing in Stevens County.
 - 5(a3) Explore homeownership program for current scattered site Public Housing units. FY 03
 - 5(b) Implement conversion with Management and Capital Plans for FY03
 - 5(c) Transfer ownership of the Newark Apartments during FY01

- 5(d) Redevelop the Boone Street property for special needs housing FY02
- 5(e) Implement new process for mail-in recertifications, 3-year recertifications for Participants with fixed incomes FY02

Objective: #2

Leverage private or other public funds to create additional housing opportunities.

Strategies:

- 1) Aggressively seek opportunities to use SHA Tax Exempt Conduit Bonding capacity to enhance affordable housing development, activities of local non-profit and for-profit entities;
 - 1(a) enable development of 200 units over a period of five years.
- 2) Acquire or build additional units of affordable housing utilizing Tax Credits, Bonds, FHLB, HOME, Trust Fund and other funding resources.
 - 2(a) Affordable housing will include units targeted for very low-income households (30% of median income) to low income households (50% to 80% of median income).
 - 2(b) A minimum of 400 units will be acquired/developed by end of FY06
 - 2(c) Facilitate neighborhood input in predevelopment of potential SHA properties.
- 3) Continue building partnerships that will enhance affordable housing opportunities in new developments.
 - 3(a) Determine status of listing for accessible units with Coalition of the Responsible Disabled (CORD).
 - 3(b) Increase regional development strategies with SLIHC partners

Objective # 3

Improve the quality of assisted/affordable housing.

Strategies:

- 1) Continue to assess customer satisfaction with different constituencies.
 - 1(a) Complete an annual customer service survey
 - 1(b) Include changes in service delivery during each budget cycle
- 2) Continue to evaluate staff structure and responsibilities to improve efficiencies and effectiveness of program implementation.
 - 2(a) Identify and implement increased use of technology to streamline tenant application process and landlord HAP contracting. Implement with FY03 budget
 - 2(b) Identify and implement technology to expedite the inspection process for Section 8 program. FY02
- 3) Apply Asset Management principles and practices to all SHA properties.
 - 3(a) Establish operating and capital reserves for all properties for FY02 budget
 - 3(b) Establish capital replacement plan for all properties – FY02
- 4) Continue to work with and solicit in-put regarding SHA services from the RAB.
 - 4(a) Staff assigned to work with RAB as support
 - 4(b) Annual Budget to support RAB activities, stipends and training

Objective # 4

Advocate to increase the pool of affordable housing choices objectives.

Strategies:

- 1) Strengthen and expand collaborative partnerships with area-wide service providers.
 - 1(a) Refocus SLIHC to local concerns to identify common barriers to housing choices
- 2) Continue to provide voucher mobility counseling with special emphasis on deconcentration opportunities.
 - 2(a) Increase payment standard to 110% of Fair Market Rent
- 3) Promote initiatives for tenant stability with landlords.
 - 3(a) Outreach by Vista Volunteer through FY02
 - 3(b) Conduct outreach efforts to potential voucher landlords.
 - 3(b1) Utilize SHA's "Landlord Liaison" quarterly newsletter and membership in Inland Empire Rental Association to conduct outreach to potential voucher landlords with the goal of adding 25 new landlords per year.
 - 3(b2) Collaborate with Northwest Justice, Columbia Legal Services and Northwest Fair Housing to advocate on behalf of Section 8 participants
 - 3(b3) Pursue avenues that will assist landlords in lead based paint abatement.

- 3(b4)** Continue participation in Stay-Put Program.
- 4) Continue to encourage the use of escrowed savings offered by our Resident Initiatives Program for homeownership.
 - 4(a)** Refer program participants to service providers for homebuyer assistance.

STRATEGIC GOAL #2: Improve community quality of life and economic vitality.

Objective # 1

Continue to aggressively market SHA Housing to ensure a mix of incomes throughout our programs.

Strategies:

- 1) Maintain screening procedures to identify areas of tenant/neighborhood concerns.
 - 1(a)** Document and tract applicant denials due to criminal history.
- 2) Continue to work with local law enforcement and Community Policing agencies to enhance the safety and security of our public and assisted housing and the neighborhoods in which they are located.
 - 2(a)** Participate in Operation Safe Home with HUD throughout Spokane County.
 - 2(b)** Continue support for the COP Shop @ Parsons and the SCOPE Shop @ Valley 206
- 3) Support community efforts to reduce crime and drugs.
 - 3(a)** Continue participation with Spokane Police and Spokane Sheriffs Departments in the investigation of complaints and participant program compliance.

STRATEGIC GOAL #3: Promote self-sufficiency and assist development of families and individuals

Objective # 1:

Increase the number and percentage of employed persons in assisted families.

Strategies:

- 1) Raise the percentage of employed persons in assisted housing over the five-year plan period by promoting positive Welfare to Work, Independent Families Futures and ROSS outcomes.
 - 1(a)** Develop a computer tracking and reporting system
- 2) Encourage the use of volunteer/community service experience to increase client employability.
 - 2(a)** Recruit a Vista volunteer to assist with the Welfare to Work program for FY02
 - 2(b)** Monitor compliance for required community service hours for Public Housing residents
 - 2(c)** Promote community service with IFF participants for future job readiness.
 - 2(d)** Continue to identify, recruit and training volunteer positions within SHA
 - 2(e)** Promote the hiring of SHA volunteers, residents and program participants for vacant SHA job openings.

Objective: # 2

Provide or attract supportive services to improve assisted recipients' employability.

Strategies:

- 1) Develop and enhance specific programs and housing projects to promote client/tenant self-sufficiency.
 - 1(a)** Enhance support program for WtoW participants
- 2) Target a communication plan to the Spokane community, which demonstrates the impact of SHA's self-sufficiency programs.
 - 2(a)** Public Acknowledgement of annual IFF graduates
 - 2(b)** Expand IFF newsletters to a Resident Initiatives Newsletter and expand distribution.
- 3) Target a communication plan to clients that consistently conveys SHA's commitment to helping all clients reach self-sufficiency.
 - 3(a)** Develop posters advertising self-sufficiency programs for SHA offices – FY02

Objective: # 3

Provide or attract supportive services to increase independence for elderly or families with disabilities.

Strategies:

- 1) Continue to enhance the viability of the Parson's Resident Association as a 501C-3, by providing technical assistance and support.
 - 1(a) Staff assigned to provide on-going assistance
 - 1(b) Continue to provide technical assistance for accounting and taxes.
- 2) Promote the delivery of quality support systems by owners of SRO Moderate Rehab projects.
 - 2(a) Quarterly meetings with SRO owners and SHA staff to review operations
- 3) Continue to encourage the involvement of the social work departments of local institutions of higher learning and other local service agencies in the development/operation of innovative support systems.
 - 3(a) Pursue grant dollars for social services for the Parsons – FY02

STRATEGIC GOAL # 4: Ensure Equal Opportunity in Housing for all Citizens.**Objective: # 1**

Undertake affirmative measures to ensure access and a suitable living environment to assisted housing regardless of race, color, religion, national origin, sex, familial status, age and disability.

Strategies:

- 1) Ensure annual training of all SHA staff in Fair Housing Principles and procedures.
- 2) Expand marketing of all housing opportunities throughout the SHA service area.
 - 2(a) Continue to provide Landlord listings for Section 8 participants
 - 2(b) Provide ADA training for Operations staff.
- 3) Provide assistance to families in need of reasonable accommodation.
- 4) Establish clear designation of staff responsibility for equal opportunity compliance.
 - 4(a) Executive Director for grievance hearings
 - 4(b) Operations Director for ADA compliance
- 5) Continue to support completion and full community utilization of a database of local accessible housing units begun with a SHA grant to CORD.

STRATEGIC GOAL: # 5

Improve SHA long term financial stability.

Objective: # 1

All new housing developments will be self-sustaining utilizing diverse funding sources.

Strategies:

- 1) Continue financial projection scenarios that indicate the fiscal impact of alternative programs and development decisions.
- 2) Through development and asset management fees expand revenue sources for the operation of SHA

Objective: # 2

Develop annual budgets that implement SHA goals and strategies and reflect program costs.

Strategies:

- 1) Identify efficiencies and costs savings for SHA programs and staffing plan.
- 2) Explore financial viability and implement if feasible property management services to SHA properties with SHA staff.
 - 2(a) Assess financial viability of bringing all property management in-house
 - 2(b) If feasible include in-house property management as a part of FY03 budgeting process.
- 3) Develop and implement Departmental Budgeting process – FY02

STRATEGIC GOAL # 6

Increase and enhance the public image of SHA.

Objective: # 1

Continue to use all available media to inform the general public about housing needs and successes.

Strategies:

- 1) Help to educate the general public on how people can become involved in creating housing solutions by offering increased presentations to local groups and organizations.
- 2) Update and release informational brochures and regular updates on WEB site
- 3) On-going and consistent contact by the Executive Director with media representatives
- 4) To continue staff participation in local community coalitions and organizations.

Objective #2

Develop new marketing tools for SHA's properties.

Strategies:

- 1) Develop a picture book of SHA's Scattered Site's units.

STRATEGIC GOAL # 7

Promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing community.

Objective # 1

Standardize with performance measures job tasks and assignments.

Strategies:

- 1) Maintain and update a comprehensive SHA Policy/Procedure Manual.
 - 1(a) Develop desk manuals to provide greater detail to specific job positions and tasks assignments – complete by FY03
- 2) Continue to analyze work practices to enable staff to complete work safely.
- 3) Continue to analyze capital needs for improved work environment.
- 4) Explore internships or other employment options for a Human Resources Specialist
 - 4(a) Analyze need and fiscal possibility of adding a HR position to staff FY03

Objective #2

Enhance training opportunities and communication systems for all levels of staff.

Strategies:

- 1) Develop a training plan for each staff person at SHA.
- 2) Identify and make available training opportunities for staff.
 - 2(a) Develop and implement an annual all-staff-training plan
- 3) Executive Director will conduct exit interviews with all employees as they leave SHA.

**PHA Plan
Agency Identification**

PHA Name: Spokane Housing Authority

PHA Number: WA055

PHA Fiscal Year Beginning: (07/2001)

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☒ PHA website
- ☒ Other (list below)
City & County Community Development Offices

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☒ Other (list below)
PHA Local offices

5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)
The Spokane Housing Authority is dedicated to increasing safe, affordable housing and providing opportunities for persons experiencing barriers to housing.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted/affordable housing
Objectives:
- ☒ Apply for additional rental vouchers *and other tenant-based and project-based resources to reduce the rental housing affordability gap in the SHA service areas: Increase total by approximately 120 per year.*
- ☐ Reduce public housing vacancies: *[SHA does not experience high PH vacancies]*
- ☒ Leverage private or other public funds to create additional housing opportunities: *Aggressively seek opportunities to use SHA tax-exempt bonding capacity to enhance affordable housing development activities of local non-profit and for-profit entities; Enable development of additional 200 units over the 5-year period.*
- ☒ Acquire or build units or developments: *Acquire or build at least 400 units of affordable housing over the 5-year plan period.*
- ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted/affordable housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 96.25%

Maintain "High Performer" status as public housing assessment fully transitions from PHMAP to PHAS.



Improve voucher management: (SEMAP score)

Achieve and maintain "High Performer" status under new SEMAP, while streamlining the administration of this program so as to optimize use of all available resources.



Increase customer satisfaction: **Continue to measure customer satisfaction through the conduct of SHA annual surveys.**



Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

**Implement mail recertifications for Section 8, Public Housing and HOME
Implement or refine as necessary an asset inventory system, a coordinated agency-wide procurement process, and a comprehensive risk-management program.**

Increase use of technology for voucher unit inspections.



Renovate or modernize public housing units: **Continue to utilize award-winning life-cycle costing system to efficiently plan for and implement public housing modernization activities.**



Demolish or dispose of obsolete public housing:



Provide replacement public housing:



Provide replacement vouchers:



Other: (list below)



PHA Goal: Increase assisted/**affordable** housing choices

Objectives:



Provide voucher mobility counseling: **Continue to provide voucher mobility counseling with special emphasis on deconcentration opportunities. Balance this effort with initiatives to promote tenant stability with landlords.**



Conduct outreach efforts to potential voucher landlords: **Utilize SHA's "Landlord Liaison" quarterly newsletter and SHA's membership in the Inland Empire Rental Association to conduct continued outreach to potential voucher landlords with the goal of adding at least 25 new landlords per year. Work with Columbia Legal Services and Northwest Justice Project in the education of landlords and the rights of Section 8 Tenants.**



Increase voucher payment standards **to the allowable 110% to promote participant deconcentration and increase housing choice.**



Implement voucher homeownership program:



Implement public housing or other homeownership programs: **Continue to encourage use of escrowed savings by graduating participants in SHA's Family Self-Sufficiency Program (Independent Family Futures) for home purchase; Promote a rate of at least 25% of FSS graduates who transition to homeownership; Continue to support and collaborate with a wide variety of service providers who offer homebuyer assistance.**



Implement public housing site-based waiting lists:



Convert public housing to vouchers: Complete Market Analysis for conversion



Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☒ PHA Goal: Provide an improved living environment
- Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☒ Other: (list below)
 - 1) *Continue to aggressively market SHA public housing to ensure a mix of incomes throughout the program*
 - 2) *Maintain screening procedures to identify areas of tenant/neighborhood concern*
 - 3) *Continue to work with local law enforcement and "community-oriented policing" efforts to enhance the safety and security of our public and assisted housing and the neighborhoods in which they are located.*

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- ☒ Increase the number and percentage of employed persons in assisted families: *Raise the percentage of employed persons in assisted households by at least 10% over the five-year plan period by promoting positive Welfare-to-Work outcomes and encouraging use of volunteer/community service experience to increase client employability.*
 - ☒ Provide or attract supportive services to improve assistance recipients' employability: *Fully implement the partnerships inherent in the Welfare-to-Work Program; Ensure the development of family employment plans by the approximately 700 Welfare-to-Work participating families; administer a Resident Opportunities Self-Sufficiency grant to assist 75 public housing families in their self-sufficiency efforts.*
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities. *Continue to enhance the viability of the Parsons Resident Association as a 501(c)(3), by providing technical assistance and support; Promote the delivery of quality support systems by owners of SRO Moderate Rehab projects. Continue to encourage the involvement of the social work departments of local institutions of higher learning in the development/operation of innovative support systems.*

☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: ***Ensure annual training of all SHA staff in Fair Housing principles and procedures.***
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: ***Expand marketing of all housing opportunities throughout the SHA service area; Provide assistance to families in need of reasonable accommodation; Establish clear designation of staff responsibility for equal opportunity compliance.***
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: ***Continue to support completion and full community utilization of a data-base of local accessible housing units begun with a 1998 SHA grant of \$28,000.***
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

- ☒ ***Strengthen Housing Authority relationships with government entities within the SHA service area.***
Objectives:
- ☒ ***Negotiate and/or re-negotiate interlocal agreements with primary government entities within the SHA service area (4 counties).***
 - ☒ ***Take a more proactive role in the development of local and regional comprehensive plans and housing affordability strategies.***
 - ☒ ***Build community awareness about the impacts of positive intergovernmental relations in the communities served by the SHA.***
 - ☒ ***Identify specific opportunities to address affordable housing deficiencies in the rural counties served by the SHA.***
- ☒ ***Continue to use all available media to inform the general public about housing needs and successes.***
Objectives:
- ☒ ***Increase the number and quality of press releases about housing issues from the SHA in order to increase affordable housing opportunities.***
 - ☒ ***Help to educate the general public on how people can become involved in creating housing solutions by offering increased presentations to local groups and organizations.***

- ☒ ***Promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally-prudent leader in the affordable housing community.***

Objectives:

- ☒ ***Develop and maintain a comprehensive SHA Policy/Procedure Manual with Standard Operating Procedures Manuals matched to each staff position in order to fully empower staff and establish staff accountability***
- ☒ ***Develop and implement annual individual staff training plan***

**Annual PHA Plan
PHA Fiscal Year 2000
First Year Activities Summary**
[24 CFR Part 903.7]

First Year Activities Summary of the FY00 Annual PHA Plan

The Spokane Housing Authority has prepared this summary of activities of the FY00 Agency Plan.

Annual Plan Activities Summary

- ***Expand number of households served to over 4,000.***
The Spokane Housing Authority currently serves over 3,900 households in a four-county area including Spokane, Stevens, Pend Oreille and Whitman counties. Unfortunately SHA was not successful in its application for additional Section 8 vouchers during this fiscal year.
- ***Target in excess of the required 40% of new Public Housing admissions to households with incomes at or below 30% of the area median income.***
The current income levels for Public Housing residents are:
The Parsons, a 50 unit building with 100% elderly and disables:
84% are at or below 30% of AMI
8% are between 30% and 50% of AMI
100% of new admissions were at or below 30% of AMI

75 Scattered Site family units:
49.5% are at or below 30% of AMI
33.5% are between 30% and 50% of AMI
9% are between 50% and 80% of AMI
95% of new admissions were at or below 30% of AMI
- ***Promote mixed income projects, neighborhoods, and communities by providing a public housing preference for families who work.***
The preference is included in SHA's Tenant Selection Policy passed by the Board of Commissioners July 1999, and implemented in July 1999

Currently 43% of Public Housing residents are employed.
- ***Assist a wide variety of households in need and maximize the efficient use of resources by utilizing a streamlined Section 8 tenant selection standard. Supplement this standard by effectively administering special set-aside programs for specific populations in need (e.g.; 125 Mainstream Vouchers for persons with disabilities; 100 Family Unification Vouchers for families***

experiencing domestic violence and other evidence of instability; 700 Welfare-to-Work Vouchers for very low income families seeking to reach financial self-sufficiency; HOPWA rental housing assistance for persons diagnosed as HIV Positive or with AIDS; HOME Tenant-based Rental Assistance for homeless families with children transitioning back to permanent housing; and SRO Mod-Rehab Section 8 Certificates for single homeless adults.) Increase number of households served by approximately 800.

Excellent administration of our Section 8 program is reflected in our 98% utilization of Section 8 Mainstream vouchers. SHA has been successful in issuing the 700 Welfare to Work vouchers by the end of October 2000 and has 98% utilization as this report is submitted. This utilization is remarkable given that SHA is one of seven evaluation sites that required an additional 40% applications to be processed to ensure full issuance and utilization. Family Unification vouchers has a low utilization at 20%. Increased communication with local referral offices of DSHS and CPS has been implemented. Other programs and utilization include:

City Home	80%
Pend Oreille TBRA Home	71%
HOPWA Reach	96%
HOPWA (CTED)	93%
Mod Rehab (SRO)	90%

- **Reduce the minimum rent level for Section 8 and Public Housing from \$25.00 to \$-0- and establish new optional "flat rents" for all public housing units.**

These changes are included in SHA's Administrative and ACOP Plans and have been implemented.

- **Establish new policies allowing for pets in all of Spokane's family public housing units.**

A new pet policy was established and made effective by the Board of Commissioners April 15, 2000.

- **Utilize Section 8 Rental assistance as a "safety net" and not to provide Housing Assistance Payments for mortgage payment support.**

Currently 100% all Section 8 vouchers are used for rental assistance.

- **Retain the Voucher Payment Standard at 100% of the Fair Market Rent, with any increase to the allowable 110% limited to efforts to promote deconcentration.**

Currently all Voucher Payment Standards are at 110% of the Fair Market Rent.

- **Promote use of SHA tax-exempt bond financing to support the development (acquisition/ construction/rehabilitation) of affordable housing by non-profit and for-profit housing entities.**

SHA is currently working with two non-profit developers in issuing tax-exempt bonds for development of affordable housing in the Spokane area.

- **Implement new tenant Community Service Program.**

SHA ACOP Plan has been revised to include procedures for implementation of Community Service Program. These procedures were effective 10/1/00.

- ***Continue and expand levels of collaboration with service agencies, housing providers, landlords, and continuum of care coalitions throughout the SHA service area.***

SHA staff currently participates in 26 different coalitions and consortiums with other housing and service providers. Special effort has been placed in strengthening our ties with local landlords, developers and city and county officials and staff.

- ***Apply for and implement a quality capital improvements program to ensure the continued high quality of SHA's Public Housing stock.***

SHA's Life Cycle Costing has been updated and improved to provide easier use by staff in capital planning. Asset Management principles are now being applied to all capital projects and capital planning.

- ***Fully implement all newly-developed and newly-revised program and agency policies in a manner consistent with goals and objectives; Maintain policy directory in a location easily accessible to SHA staff and the general public.***

All policies included in the Administrative and ACOP plans have been implemented with staff training provided prior to implementation. All policies and procedures are available to staff by electronic file to ensure staff is using the most up-to-date policies. A hard copy of all policies and procedures is maintained and available upon request for public review.

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Streamlined Plan:
High Performing PHA

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The Spokane Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

Annual Plan Highlights

- Expand number of households served through Section 8 vouchers by 120 units.
- Promote mixed income projects, neighborhoods, and communities by establishing all Voucher Payment Standards at 110% of the Fair Market Rent.
- Continue to utilize Section 8 Rental assistance as a "safety net" and not to provide Housing Assistance Payments for mortgage payment support.
- Increase outreach and education with Section 8 Landlords.
- Pursue avenues to assist landlords with lead base paint abatement/compliance.
- Establish and implement a new policy for Project-Based vouchers.
- Continue to encourage tenant participation in the Resident Initiatives Program for homeownership opportunities.
- Continue to target in excess of the required 40% of new Public Housing admissions to households with incomes at or below 30% of the area median income.
- Implement new tenant Community Service Program.
- Apply for and implement a quality capital improvements program to ensure the continued high quality of SHA's Public Housing stock.

- Complete market analysis of all public housing units and determine feasibility of converting these units to project based voucher units under the ownership and continued management of SHA.
- Complete a customer service survey.
- Maximize the efficient use of resources by streamlining tenant selection, lease-up and recertification process. Implement changes as identified by customer surveys.
- Identify and implement technologies that will assist in gaining efficiencies of service delivery and improve customer satisfaction.
- Complete a development plan for Spokane City and County that will provide strategic plan for the expansion of SHA's housing portfolio.
- Promote use of SHA tax-exempt bond financing to support the development (acquisition/ construction/rehabilitation) of affordable housing by non-profit and for-profit housing entities.
- Continue negotiations with the County and City of Spokane to establish SHA as a joint city/county Housing Authority.
- Continue and expand levels of collaboration with service agencies, housing providers, landlords, and continuum of care coalitions throughout the SHA service area.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

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Required Attachments:

- ☒ Admissions Policy for Deconcentration ***[wa055a03]***
- ☒ FY 2000 Capital Fund Program Annual Statement
- ☒ FY 2001 Capital Fund Program Annual Statement
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Pet Policy ***[wa055l03]***

Optional Attachments:

- ☒ PHA Management Organizational Chart ***[wa055c03]***

- ☐ FY 2001 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Resident Advisory Board Members and Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) [wa055d03]
- ☒ Other (List below, providing each attachment name)
- **SHA Program Chart** [wa055b03]
 - **Memorandum of Agreement with DSHS** [wa055e03]
 - **Responses to Resident Survey** [wa055h03]
 - **Analysis of Public Housing Conversion** [wa055f03]
 - **Policy of Project-Based Vouchers** [wa055g03]
 - **FSS Progress Report** [wa055i03]
 - **Distribution of Funds for Resident Participation Activities – Resident Advisory Board** [wa055j03]
 - **Other Public Comments** [wa055k03]

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing	Annual Plan: Eligibility,

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
X	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing Financial Analysis
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program	Annual Plan:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service, Self-Sufficiency, FIC, ROSS Report
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	<i>All SHA Policies</i>	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall 1	Afford- ability	Supply	Quality	Access- ibility	Size	Location
Income <= 30% of AMI	21,850	5	5	5	3	5	3
Income >30% but <=50% of AMI	19,569	5	5	5	3	5	3
Income >50% but <80% of AMI	27,400	5	5	5	3	4	3
Elderly	22,328	5	5	4	5	3	2
Families with Disabilities	21,850	5	5	5	5	4	4
Race/Ethnicity -W		5	5	5	3	4	3
Race/Ethnicity -B	5,686	5	5	5	3	4	3
Race/Ethnicity -A		5	5	5	3	4	3
Race/Ethnicity -NA		5	5	5	3	4	3
Race/Ethnicity -H		5	5	5	3	4	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year:
❖ 1999 City of Spokane Consolidated Community Development Housing Plan
❖ 1995-2000 Spokane County Housing & Community Development Plan
❖ 1999 Spokane County HOME & CDBG Annual Action Plan
❖ 1995 Washington State Consolidated Plan
❖ 2000 Spokane Housing Affordability Report
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☒ Other sources: (list and indicate year of information)
❖ Community Agency Survey, 12/2/99

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List (based on review conducted 12/99 through 1/00)			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover (1/99-12/99)
Waiting list total	2991		1825
Extremely low income <=30% AMI	2641	88%	
Very low income (>30% but <=50% AMI)	284	10%	
Low income (>50% but <80% AMI)	66	2%	
Families with children	2000	67%	
Elderly families	153	5%	
Families with Disabilities	829	28%	
Race/ethnicity--W	2583	86%	
Race/ethnicity—B	160	5%	
Race/ethnicity—A	53	2%	
Race/ethnicity--NA	195	7%	
Race/ethnicity—H	118	4%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List

(based on review conducted 12/99 through 1/00)

Waiting list type: (select one)

- ☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover (1/99-12/99)
Waiting list total	978		25
Extremely low income <=30% AMI	864	88%	
Very low income (>30% but <=50% AMI)	96	10%	
Low income (>50% but <80% AMI)	18	2%	
Families with children	632	65%	
Elderly families	60	6%	
Families with Disabilities	286	29%	
Race/ethnicity--W	834	85%	
Race/ethnicity—B	52	5%	
Race/ethnicity—A	26	3%	
Race/ethnicity--NA	66	7%	
Race/ethnicity—H	98	10%	

Characteristics by
Bedroom Size (Public
Housing Only)

1BR	430	44%	
2 BR	74	8%	
3 BR	410	42%	
4 BR or more	64	6%	

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

In the year 2001, the Spokane Housing Authority will use all reasonable efforts to provide safe and affordable housing to extremely low-income, very-low income and low-income residents of Spokane, Stevens, Whitman and Pend Oreille counties.

In our efforts to assist extremely low-income families, we pledge to exceed HUD targeting requirements that require 40% of new public housing participants are at or below 30% of area median income. Our strategy to assist families above 30% of area median income includes using admission preferences for public housing families who work. On behalf of all low-income families, we intend to apply for additional Section 8, special-purpose and disability vouchers as they become available and to pursue other housing resources outside the public housing and Section 8 programs.

Finally, in addition to providing ongoing rental assistance to 3900 families, the Spokane Housing Authority will continue to assist hundreds of families under the Welfare-to-Work and Family Unification programs. Each of these families will be given the opportunity to participate in our Family Self Sufficiency Program and will be referred to a number of other community service organizations to help maximize individual success.

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
Augment Life-Cycle Costing Program for each public housing unit to accurately anticipate future costs
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
Provide Spokane Housing Authority representation on the local landlord organization (IERA) to increase education and promote communication.

Continue to produce a quarterly landlord newsletter, The Landlord Liaison, to enhance understanding of Spokane Housing Authority programs and policies.

- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Maintain Spokane Housing Authority representation on local Continuum of Care groups.***
- ☒ Other (list below)
Complete Market Analysis of conversion of Public Housing Scattered-Site Units and project vouchers.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
Continue to create new partnerships and increase collaborative efforts by working with local housing organizations, non-profits, for profits, other government entities and Home Builders Association.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
Maintain current Section 8 preference for those who work in the County.
Offer Welfare-to-Work vouchers for working applicants who are otherwise eligible.
- ☒ Adopt rent policies to support and encourage work
Adopt policy permitting public housing residents to pay a flat rent.
- ☒ Other: (list below)
Continue to expand Family Self-Sufficiency efforts.
Promote family member employability through implementation of Welfare-to-Work and Community Service programs.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
Continue to collaborate with the Coalition of the Responsible Disabled, the Spokane AIDS Network, the Spokane County Regional Support Network to provide clients with a variety of social support systems.
- ☒ Other: (list below)
 1. Complete Market Analysis for Project-Based Vouchers, Public Housing and The Parsons.
 2. Implement policy for Project-Based Vouchers and complete contracting with accepted requests.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
Provide weekly updates on county-wide housing vacancies (unit listings) for program participants.
- ☒ Market the section 8 program to owners outside of areas of poverty / minority concentrations
- ☒ Other: (list below)
Provide Spokane Housing Authority staff training by local fair housing advocates on laws and resources for program participants.

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
☒ Staffing constraints
☐ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☒ Community priorities regarding housing assistance
☒ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board
☒ Results of consultation with advocacy groups
☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible

purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	180,196	
b) Public Housing Capital Fund	234,796	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	14,704,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants(FSS Coord.)	72,700	
h) Community Development Block Grant		
i) HOME	659,000	TBRA
Other Federal Grants (list below)		
HOPWA	269,600	TBRA
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CIAP (for FY 1999)	22,591	
CFP 2000	230,366	
3. Public Housing Dwelling Rental Income	258,000	P.H. Operations
4. Other income (list below)		
Public Housing Interest Income	5,000	P.H. Operations
Sec. 8 Interest Income	22,000	Sec. 8 Operations
4. Non-federal sources (list below)		
Total resources	16,658,249	

3. PHA Policies Governing Eligibility, Selection and Admission

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☒ When families are within a certain number of being offered a unit: (state number) ***1-10 places on waiting list***
- ☒ When families are within a certain time of being offered a unit: (state time) ***1-3 months***
- ☒ Other: (describe) ***As units become available, especially for 2 bedroom family units; SHA only owns 4 such units.***

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) ***Utility bill payment history***

c. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC -authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☒ Other (describe) ***Applicants may indicate area/project preference.***

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☒ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - ☐ One
 - ☒ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
 - ☒ Emergencies
 - ☒ Overhoused-*if available*
 - ☒ Underhoused-*if available*
 - ☒ Medical justification
 - ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)

- ☐ Resident choice: (state circumstances below)
☒ Other:
Reasonable Accommodation

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☒ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

Accessibility needs

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness

High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
 - Veterans and veterans' families
 - 1 Residents who live and/or work in the jurisdiction
 - Those enrolled currently in educational, training, or upward mobility programs
 - Households that contribute to meeting income goals (broad range of incomes)
 - 1 Households that contribute to meeting income requirements (targeting)
 - Those previously enrolled in educational, training, or upward mobility programs
 - Victims of reprisals or hate crimes
 - 2 Other preference(s) (list below)
- Accessibility needs***

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list)

SHA Library, HUD Community Builders

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to

promote deconcentration of poverty or income mixing? ***SHA family Public Housing is composed solely of single family and duplex units and these units are widely scattered throughout Spokane County.***

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing? ***SHA will continue to monitor income mixing patterns resulting from our selection process.***

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☐ Criminal or drug-related activity only to the extent required by law or regulation
 - ☒ Criminal and drug-related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug-related activity (list factors below)
 - ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
 - ☒ Other (describe below)
Current and past landlord/tenant history.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☒ PHA main administrative office
 - ☒ Other
 - SHA Office in Colville, WA
 - SHA Office in Newport, WA
 - CAC Office in Pullman, WA

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: *An additional 60 days is granted if:*

- 1) *the applicant made reasonable efforts during the first 60 day period to secure housing or,*
- 2) *medical emergency has prevented housing search efforts or,*
- 3) *a request for reasonable accommodation is submitted and approved.*

(4) Admissions Preferences

- a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance program**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Terminal illness.

Families that are not currently in subsidized housing.

Single households that are elderly/disabled or displaced families.

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

5 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner,
Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
Veterans and veterans’ families
1 Residents who live and/or work in your jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)
2 ***Terminal illness***
3 ***Families that are not currently in subsidized housing***
4 ***Single households that are elderly/disabled or displaced families***

4. Among applicants on the waiting list with equal preference status, how are applicants selected?
(select one)

- ☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
☒ Other (list below)

Media stories, newsletters, flyers and community networking.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- ☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

- b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member

☐ For increases in earned income

☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments

☐ Yes but only for some developments

☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☒ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold \$500)
- ☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year? ***Note: 62% of SHA's FSS participants have escrow accounts. Over \$400,000 has been paid out to program graduates, while about \$400,000 remains in the escrow fund***

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☒ Other (list below)
To assist in deconcentration

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard?
(select all that apply)

- ☐ Success rates of assisted families
☐ Rent burdens of assisted families
☒ Other (list below)

Deconcentration goals

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
☐ \$1-\$25
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

[Exempt - High Performing PHA]

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. (***Attachment E***)
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management (See Attachment H)

– List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		

Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures -

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

[Exempt - High Performing PHA]

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (B)

-or-

- ☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055909-99 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/01 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	13,338		13,338	13,338
3	1408 Management Improvements				
4	1410 Administration	10,000		10,000	10,000
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	23,425		23,425	23,425
10	1460 Dwelling Structures	191,200		168,609	146,049
11	1465.1 Dwelling Equipment—Nonexpendable	3,085		3,085	3,085
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	241,048		218,457	195,897
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs	3,451		3,451	3,451
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055909-99 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
55001	Replace carpets and paint in 20 units and paint hallways and tile lobby	1460	20	45,537	35,537	35,537	35,537	Completed
55001	New Trash Compactor	1460	1	19,943	13,898	13,898	-0-	Contract Signed
55001	Replace security monitor and VCR in manager's apartment	1406	1	4,000	3,451	3,451	3,451	Completed
55002,55004, 55006, 55008	New Furnaces	1460	10	12,000	-0-	-0-	-0-	Postponed
55002,55004, 55006,55007, 55008	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings	1460	30	92,963	141,765	119,174	110,512	Work in Progress
55002,55004, 55006,55007, 55008	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	9	3,000	3,085	3,085	3,085	Completed
55002,55004, 55006,55007, 55008	Fences and landscaping	1450	11	39,500	-0-	-0-	-0-	Postponed
55006, 55008	Sewer Assessments (Assessments were charged to all property owners in area)	1450	5	-0-	23,425	23,425	23,425	Completed
HA WIDE	Operations	1406		14,105	9,887	9,887	9,887	
HA WIDE	Administration	1410		10,000	10,000	10,000	10,000	

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: SPOKANE HOUSING AUTHORITY			Grant Type and Number Capital Fund Program No: WA19P055909-99 Replacement Housing Factor No:			Federal FY of Grant: 1999	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
55001	3/31/2001		3/31/2001	9/30/2001			
55002	3/31/2001	6/30/2001		9/30/2001			Plan changed in March 2001
55004	3/31/2001	6/30/2001		9/30/2001			Plan changed in March 2001
55006	3/31/2001	6/30/2001		9/30/2001			Plan changed in March 2001
55007	3/31/2001	6/30/2001		9/30/2001			Plan changed in March 2001
55008	3/31/2001	6/30/2001		9/30/2001			Plan changed in March 2001
HA WIDE	3/31/2001		3/31/2001	9/30/2001			

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	24,000	13,600	-0-	-0-
3	1408 Management Improvements	5,000	-0-	-0-	-0-
4	1410 Administration	18,000	15,916	-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	20,000	-0-	-0-	-0-
8	1440 Site Acquisition				
9	1450 Site Improvement	31,101	38,000	-0-	-0-
10	1460 Dwelling Structures	123,265	154,000	-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable	6,500	8,850	-0-	-0-
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,500	-0-	-0-	-0-
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	230,366	230,366	-0-	-0-
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs		15,000	-0-	-0-
26	Amount of line 21 Related to Energy Conservation Measures	20,000			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: SPOKANE HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: WA19P055501-00 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
55001	Air Handling System Study	1430	1	20,000	0			Postponed
55001	Handicapped Kitchen Remodels	1460	2	30,000	0			Postponed
55001	Temporary Tenant Relocation	1495.1	1	2,500	0			Postponed
55001	Paint stairways and vestibules	1460	1	0	3,000			Precontract
55001	Replace security call-system	1460	1	0	15,000			Out for Bid
55001	Replace ADA showers	1460	2	0	5,000			Precontract
55001	Replace carpeting in 12 units	1460	12	0	6,000			Out for Bid
55002	Landscaping and fencing	1450	9	11,782	12,400			Precontract
55002	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings, furnaces, garage doors	1460	26	37,300	63,500			Out for Bid
55002	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	9	2,600	2,500			Precontract
55004	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings, furnaces, garage doors	1460	9	12,435	14,500			Out for Bid
55004	Landscaping & Fencing	1450	4	5,819	11,600			Precontract

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
55004	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	4	866	1,500			Precontract
55006	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings, furnaces, garage doors	1460	18	26,130	29,000			Out for Bid
55006	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	6	1,820	2,000			Precontract
55006	Landscaping & fences	1450	4	9,300	14,000			Precontract
55007	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings, furnaces, garage doors	1460	7	8,700	8,000			Out for Bid
55007	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	7	607	2,000			Precontract
55007	Landscaping & fences	1450	1	2,100	0			Postponed
55008	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings, furnaces, garage doors	1460	7	8,700	10,000			Out for Bid

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055501-00 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
55008	Landscaping & fences	1450	1	2,100	0			Postponed
55008	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	3	607	850			Precontract
HA WIDE	ADMINISTRATION	1410		18,000	15,916			
HA WIDE	OPERATIONS	1406		24,000	13,600			
HA WIDE	MANAGEMENT IMPROV.	1408		5,000	0			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part III: Implementation Schedule**

PHA Name: SPOKANE HOUSING AUTHORITY				Grant Type and Number Capital Fund Program No: WA19P055501-00 Replacement Housing Factor No:			Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
55001	3/31/2002			9/30/2002			
55002	3/31/2002			9/30/2002			
55004	3/31/2002			9/30/2002			
55006	3/31/2002			9/30/2002			
55007	3/31/2002			9/30/2002			
55008	3/31/2002			9/30/2002			
HA WIDE	3/31/2002			9/30/2002			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) Performance and Evaluation Report for Period Ending: 12/31/00 <input checked="" type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	57,427		-0-	-0-
3	1408 Management Improvements				
4	1410 Administration	23,480		-0-	-0-
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	14,000		-0-	-0-
10	1460 Dwelling Structures	133,089		-0-	-0-
11	1465.1 Dwelling Equipment—Nonexpendable	6,800		-0-	-0-
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	234,796		-0-	-0-
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: SPOKANE HOUSING AUTHORITY			Grant Type and Number Capital Fund Program Grant No: WA19P055501-01 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
55001	Paint exterior bricks & repair stucco	1460	1	5,000				
55002	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings	1460	5	19,815				
55002	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	6	1,810				
55002	Replace fences, 5 units	1450	5	10,000				
55004	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings	1460	7	24,917				
55004	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	5	1,360				
55006	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings	1460	9	31,322				
55006	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	6	1,810				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: SPOKANE HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: WA19P055501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
55007	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings	1460	8	29,920				
55007	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	3	910				
55008	Replace & install as indicated by Life Cycle Costing System: decks, siding, roofs, floor coverings	1460	6	22,115				
55008	Replace as indicated by Life Cycle Costing System: ranges, refrigerators, water heaters	1465.1	3	910				
55008	Replace fences, 2 units	1450	2	4,000				
HA WIDE	Operations (Salaries, Maintenance, Appliance Replacement, Repairs)	1406		57,427				
HA WIDE	Administration	1410		23,480				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name SPOKANE HOUSING AUTHORITY				<input checked="" type="checkbox"/> Original 5-Year Plan	
				<input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
55001/Parsons		170,000	28,000	20,000	42,000
55002/Scattered Sites		12,500	-0-	8,000	16,000
55004/Scattered Sites		12,500	-0-	2,400	8,000
55006/Scattered Sites		12,500	15,000	20,600	15,000
55007/Scattered Sites		15,000	-0-	2,000	-0-
55008/Scattered Sites		15,000	15,000	17,000	-0-
HA Wide/Operations		20,000	129,000	90,000	129,000
HA Wide/Mgmt Impr		-0-	20,000	50,000	-0-
HA Wide/Administr		15,000	23,000	20,000	20,000
CFP Funds Listed for 5-year planning		272,500	230,000	230,000	230,000
Replacement Housing Factor Funds					

Part II: Supporting Pages—Work Activities

Capital Fund Program Tables Page 14

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities

Activities for Year 2004 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 2005 FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	ESTIMATED COST	Development Name/Number	Major Work Categories	Estimated Cost
55001/Parsons	Upgrade/replace lock system	20,000	55001/Parsons	Paint hallways and apartments	42,000
55002	Upgrade/replace lock system	8,000			
55004	Upgrade/replace lock system	2,400	55002	Replace roofs	16,000
55006	Upgrade/replace lock system	5,600	55004	Replace roofs	8,000
55007	Upgrade/replace lock system	2,000	55006	County sewer assessment and connection – 2 units	15,000
55008	Upgrade/replace lock system	2,000	HA WIDE	Operations	129,000
55006	County sewer assessment and connection – 2 units	15,000	HA WIDE	Administration	20,000
55008	County sewer assessment and connection – 2 units	15,000			
HA WIDE	Operations	90,000			
HA WIDE – Mgmt Improvements	Upgrade Life Cycle Costing Software System	50,000			
HA WIDE	Administration	20,000			
Total CFP Estimated Cost		\$ 230,000			\$ 230,000

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☐ Yes ☒ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B) Planning to convert PH to Section 8 next year.

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (D)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Not Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:
Conversion

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.) (*Not applicable*)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for

occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below. *(Not applicable)*

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☒ Yes ☐ No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development,

unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below. ***Not applicable due to High Performer status but see Public Housing Asset Management Table in the Attachment section.***

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input checked="" type="checkbox"/> Other (explain below) Financial Assessment results submitted with the Plan
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input checked="" type="checkbox"/> Conversion Plan in development (Market Analysis) <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☒ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in our Annual Plan a description of our Community Service and Self-Sufficiency Programs. This portion of the Plan is divided into three (3) sections:

- Our current resident programming;
- How we intend to comply with income changes for welfare recipients; and
- Compliance with the community service requirements.

First, we'll describe our current resident programming. We are engaged in the following activities:

- *Independent Family Futures (IFF) is the Spokane Housing Authority's (SHA's) Family Self-Sufficiency Program. IFF sub-programs include, but are not limited to, the IFF Loan Program, The Rent-a-Kid summer youth employment program, the CHOICE program—Creating Homeownership in Community Environments, and the Volunteer Income Tax Assistance program. We have on-site classes in money management and homeownership counseling. Currently, 323 families participate in IFF—212 Section 8 and 12 Public Housing families in Spokane County; 20 Section 8 families in Stevens and Pend Oreille Counties; and 79 Section 8 families in Whitman County. A total of 152 families have successfully completed their self-sufficiency goals in the IFF program.*
- *SHA has issued all 700 vouchers that were awarded through the Welfare-to-Work Housing Voucher Program. At the end of 2000, 535 program participants were on lease. Each W-t-W family is required to develop a plan to attain self-sufficiency. SHA has established partnerships with over 20 community agencies that provide support services for these families.*
- *SHA has also received 100 Family Unification Section 8 vouchers. Through an extensive network of partnerships, SHA is providing housing for families who have lost or at are risk of losing their children due to the lack of adequate housing. The partnership families will provide extensive case management to assist families in stabilization and self-sufficiency.*
- *SHA has recently implemented the ROSS—Resident Opportunities and Self-Sufficiency program to serve our 75 scattered-site public housing families. The goal is to effectively connect program participants to community resources to attain economic self-reliance and to assist families to become experts at securing the services they need. Over 20 community organizations are assisting SHA with this program. At the end of 2000, 20 families had enrolled in ROSS.*
- *SHA has entered into a partnership with the City of Spokane and four transitional housing providers to provide permanent housing through our City HOME tenant-based rental assistance program. The rental assistance has a two-year limitation and is targeted to THOR participants, referred by the partnership agencies, who have the greatest opportunity to achieve independence in the two-year time frame. The partnership agencies applied for THOR funding from the State of Washington to assist these families with very specialized case management and other housing assistance.*

Second, we are in compliance with the income changes for the welfare recipients requirement of the 1998 QHWA. We have modified the income definitions in both our Admissions and Continued Occupancy Policy and our Section 8 Administration Plan. The relevant section reads as follows:

“If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to participate in an economic self-sufficiency program or work activity, the amount

of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud."

If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.

Third, SHA is in compliance with the final rule of the community service requirement. In January, 2001, SHA is notifying non exempt families of the community service requirement. Families will be advised that their community service obligation will begin upon the effective date of their first annual reexamination on or after July 1, 2001. They will also be advised of volunteer opportunities in the community.

At their annual reexamination, families will again be advised of volunteer opportunities, and will be given a volunteer time sheet to be signed by the supervisor in their volunteer job. Thirty days before their next lease anniversary date, SHA staff will determine if families are in compliance with the community service requirement. Families will be notified if they are not in compliance and will be given an opportunity to cure over the next 12 months.

SHA's goal is to ensure that every non-exempt family is enrolled in the Resident Opportunities and Self-Sufficiency (ROSS) program. As a ROSS participant, each family will be in compliance with the community service requirement.

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/07/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☒ Other (describe) ***Coordinate with the local child welfare agency to provide housing under the Family Unification program.***

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies (*Welfare-to-Work Voucher program*)
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description (*includes 4 counties*)

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: 12/01/00)
Public Housing	10	12
Section 8	292	232

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? ***Not applicable***
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - ☒ Informing residents of new policy on admission and reexamination
 - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
 - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services – Memorandum of Agreement signed and included in attachments
 - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
 - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[Exempt - High Performing PHA]

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below) None

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

Parsons Apartments #WA19PO55001

75 Scattered-Sites #WA19PO55002, 004, 006, 007

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime and/or drug-prevention activities

- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

Parsons Apartments #WA19PO55001

75 Scattered-Sites #WA19PO55002, 004, 006, 007

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

Parsons Apartments #WA19PO55001

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment.

14. RESERVED FOR PET POLICY

[See Attachment WA055103]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations. [See Attached]

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? 3
5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☒ Private management
☒ Development-based accounting
☒ Comprehensive stock assessment
☒ Other: (list below)
Development/Maintenance of Comprehensive Computerized Life-Cycle Costing System
3. ☒ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

1. ***Definition of "Substantial Deviation" and "Significant Amendment or Modification" to the Agency Plan:***

A Housing Authority is required to identify in its Annual Plan the basic criteria that will be used to determine what constitutes a "substantial deviation" from the Five Year plan

and/or a “significant amendment or modification” to either the Five Year plan or the Annual plan.

After approval of the Agency Plan, a Housing Authority may not “substantially deviate” from its Five Year plan or implement any amendment or modification which is a “significant amendment or modification” to the Five Year and Annual plan until:

- *The Resident Advisory Board has had the opportunity to review and make recommendations on the amendment or modification;*
- *The amendment or modification has been adopted at a duly called meeting of the Housing Authority Board of Commissioners; and,*
- *Notification of the amendment or modification, along with a copy of the recommendations made by the Resident Advisory Board and a description of the manner in which the Housing Authority addressed the recommendations, is submitted to HUD and approval is received from HUD.*

The Spokane Housing Authority considers a “substantial deviation” or “significant amendment or modification” as a discretionary change in the plan or policy of the Housing Authority that fundamentally alters the mission, goals, objectives or plans of the Agency and which will require the formal approval of the Board of Commissioners. Specifically, the following will be considered to constitute a substantial deviation or significant amendment or modification:

- *A material change in the policies regarding the manner in which tenant rent is calculated*
- *A material change in the admissions policies with respect to the selection of applicants from or organization of the waiting list*
- *Any change with regard to demolition or disposition, designation, home ownership programs or conversion activities not previously identified in the Agency Plan*

An exception to this definition will be made only to the extent that the modification is the result of changes in HUD regulatory requirements; such changes will not be considered a substantial deviation or significant amendment or modification to either the Five Year or Annual Plans.

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s? Staff and RAB met to discuss and assist in the development of the PHA Plan over a five-month period.

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment (E) RAB Meeting Minutes
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☒ Other: (list below)
Comments and modifications made as an integral part of the PHA Plan over a five-month period with numerous modifications, clarifications and additions made with RAB input during this process.

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.) ***Pursuant to state law, SHA Board members are appointed by the Mayor of the City of Spokane. Even before the passage of QHWRA, the Mayor had appointed a resident to our Board of Commissioners. It is expected that such resident membership will continue. In the event, however, that resident membership fails to be maintained through the mayoral appointment process, the SHA will rely on a recent amendment to the State of Washington Housing Authority's Act to create and fill a sixth (resident) commissioner position.***

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe) Self-nomination: candidates apply for appointment by the Mayor of the City of Spokane

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☒ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) ***City of Spokane, Spokane County and the State of Washington.***

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
See page 1, Annual Plan

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachment Library

Attachments

- A. Admissions Policy for Deconcentration (from ACOP)
- B. SHA Program Chart
- C. SHA Organizational Chart
- D. RAB Member List and RAB Minutes for PHA Plan Development
- E. Memorandum of Agreement – DSHS
- F. Analysis of Public Housing Conversion
- G. Policy of Project-Based Vouchers – Draft
- H. Response to Resident Survey
- I. FSS Progress Report
- J. Distribution of Funds Agreement for Resident Participation Activities
- K. Other Public Comments

Use this section to provide any additional attachments referenced in the Plans.

- L. Pet Policy

Attachment A

Admissions Policy for Deconcentration

It is the policy of the Spokane Housing Authority to encourage deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments.

Toward this end, we pledge to affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income residents will not be steered toward higher income developments.

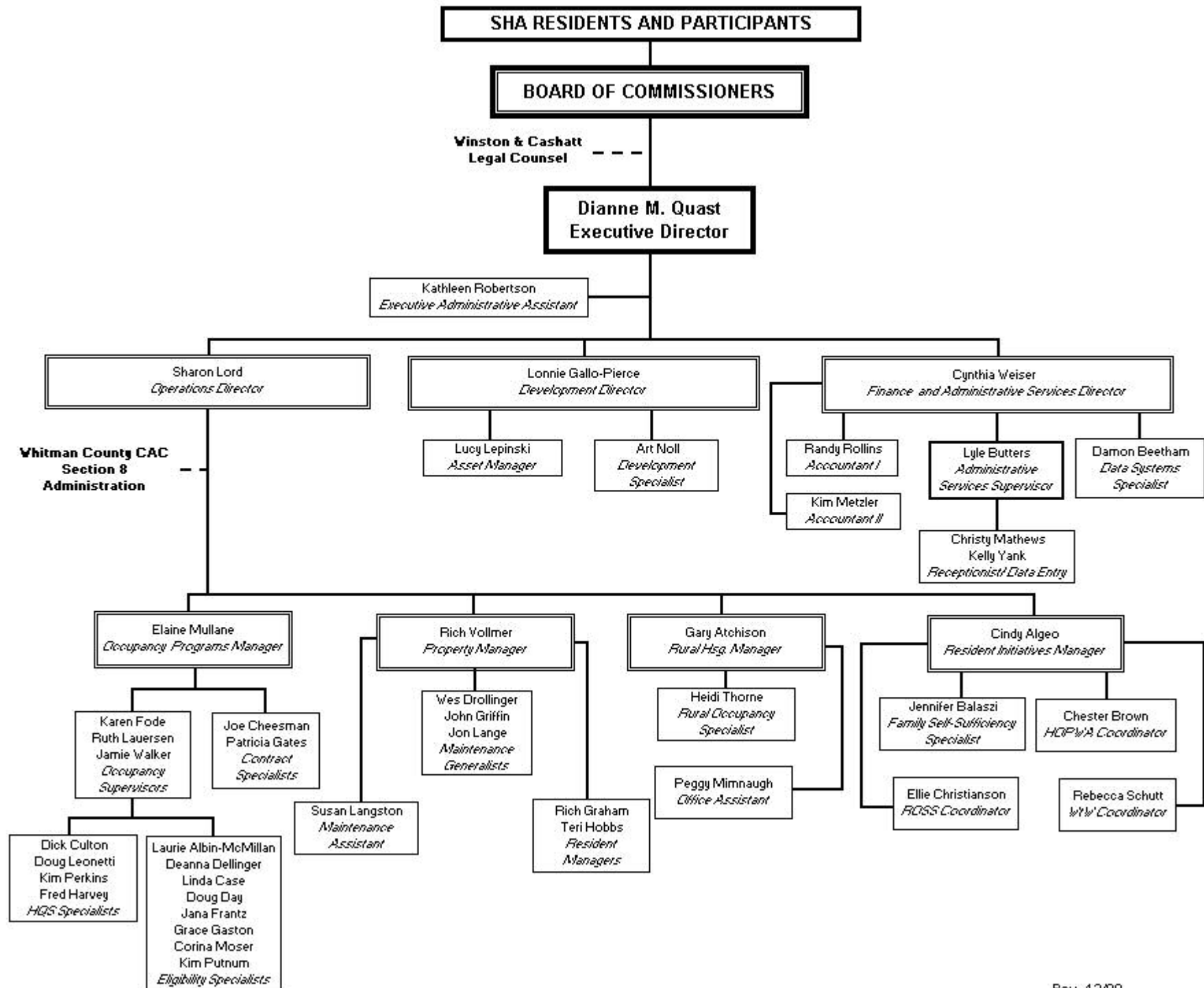
The Spokane Housing Authority will continue to analyze income levels of families residing in each of our developments, income levels in area census tracts and the income levels of families on our waiting lists. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

The Spokane Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals. Various incentives may be used at different times or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

Attachment B- Spokane Housing Authority Programs

PROGRAM NAME	DESCRIPTION	INCOME CRITERIA	SERVICE AREA	FUNDING SOURCE	TOTAL ANNUAL FUNDING (APPROX)	UNIQUE ELGIBILITY REQUIREMENTS	NUMBER OF UNITS (EST.)
SECTION 8	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	4 COUNTIES: SPOKANE, PEND ORELLE, WHITMAN, STEVENS	HUD => SHA	\$ 8,631,767		2515
SECTION 8-MAINSTREAM FOR DISABILITIES	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%;ALL BELOW 80%	SPOKANE AND WHITMAN COUNTIES	HUD => SHA	\$380,044	DISABLED HEAD OF HOUSEHOLD OR SPOUSE UNDER THE SOCIAL SECURITY ACT	136
SECTION 8-WELFARE-TO-WORK	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	4 COUNTIES: SPOKANE, PEND ORELLE, WHITMAN, STEVENS	HUD => SHA	\$ 2,468,483	TANF RECIPIENT CURRENTLY OR WITHIN THE LAST 2 YEARS OR CURRENT TANF RECIPIENT AND WORKING; PARTICIPATION IN INDIVIDUAL RESPONSIBILITY PLAN	700
SECTION 8—FAMILY UNIFICATION	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	75% BELOW 30%; ALL BELOW 80%	4 COUNTIES: SPOKANE, PEND ORELLE, WHITMAN, STEVENS	HUD => SHA	\$ 417,733	REQUIRES DSHS REFERRAL— CHILDREN MUST BE SEPARATED FROM PARENTS OR AT RISK OF SEPARATION	100
SECTION 8 --SRO MOD REHAB	PROJECT-BASED RENTAL ASSISTANCE	ALL BELOW 80%	CITY OF SPOKANE	HUD => SHA	\$ 428,706	MUST BE A SINGLE ADULT AND HOMELESS	127
PUBLIC HOUSING	PROJECT-BASED AND SCATTERED SITE RENTAL ASSISTANCE	40% BELOW 30%; ALL BELOW 80%	SPOKANE COUNTY	HUD => SHA	\$ 417,998	ELIGIBILITY FOR THE PARSONS BUILDING: MUST BE OVER 55 OR DISABLED	125
HOME	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	50% OR BELOW	SPOKANE CITY LIMITS & PEND ORELLE	HUD => CTED & CITY OF SPOKANE => SHA	\$ 579,854	2 YEAR ASSISTANCE MAXIMUM ; HOUSING MUST BE WITHIN CITY LIMITS	111
HOPWA/CTED	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	80% OR BELOW	12 COUNTIES: ASOTIN, FERRY. ADAMS, SPOKANE, WHITMAN, STEVENS, GARFIELD, OKANOGAN, LINCOLN, COLUMBIA, WALLA WALLA, PEND OREILLE	HUD => CTED => SHA	\$ 105,135	MUST BE DIAGNOSED WITH HIV OR AIDS	15
HOPWA/REACH	TENANT BASED PRIVATE MARKET RENTAL ASSISTANCE	50% OR BELOW	7 COUNTIES: SPOKANE, ADAMS, WHITMAN, LINCOLN, FERRY, STEVENS, PEND OREILLE	HUD => SPOKANE COUNTY => SHA	\$ 90,185	MUST BE DIAGNOSED WITH HIV OR AIDS	26
PREGNANT & PARENTING TEENS	PROJECT BASED	ALL BELOW 80%	CITY OF SPOKANE	WASHINGTON STATE TRUST FUND => SHA	\$ 12,420		6
COURTVIEW	PROJECT BASED	4 UNITS @ 30% OR BELOW; 6 UNITS @30%-50% BELOW;	CITY OF SPOKANE	BOND FINANCING; ANDTRUST FUND => SHA	\$ 46,480		14
VALLEY 206	PROJECT BASED	50% BELOW 80%;	LOCATED IN THE SPOKANE VALLEY	BOND FINANCING => SHA	\$ 1,152,177		207
HERITAGE HEIGHTS	PROJECT BASED	3% BELOW 30%, 73% BELOW 40%, 24% BELOW 60%	LOCATED IN NORTHEAST SPOKANE	TAX CREDIT;HOME, CDBG AND WCRA => SHA	\$ 266,138	MUST BE OVER 55 YEARS OLD	62
WESTFALL VILLAGE	PROJECT BASED	3% BELOW 30%, 73% BELOW 40%, 24% BELOW 60%	LOCATED IN NORTHEAST SPOKANE	TAX CREDIT; HOME; AND WCRA => SHA	\$ 511,346		110
CEDAR WEST	PROJECT BASED	50% BELOW 80%	LOCATED IN NORTHWEST SPOKANE	BOND FINANCING	\$ 399,873		74
INDEPENDENT FAMILY FUTURES	SUPPORT SERVICES PROGRAM; NO RENTAL ASSISTANCE		4 COUNTIES: SPOKANE, PEND ORELLE, WHITMAN, STEVENS	HUD=>SHA	\$ 131,050	MUST BE SECTION 8 OR PUBLIC HOUSING PARTICPANT	330

**Spokane Housing Authority
Organizational Chart**



ATTACHMENT D

Spokane Housing Authority Resident Advisory Board Members

Ann Watkins, Chairperson	Public Housing Resident
J. P. Swim, Vice Chairperson	Section 8 Resident
Jeremy Street, Secretary	Section 8 Resident
John Zichko	Section 8 Resident
Rich Graham	Public Housing Resident
Ruth Green	Public Housing Resident
Rhea Coble	Section 8 Resident
Kitty Schwager	Section 8 Resident
Carol Echtenkamp	HOME Program
Rhonda L. Anderson	Section 8 Resident
Anna Freilander	Section 8 Resident

RAB MINUTES FOR PHA PLAN DEVELOPMENT

Spokane Housing Authority Resident Advisory Board minutes for August 23, 2000
(Compiled Sept 3, 2000)

RAB members in attendance: Chairperson Ann Marie Watkins, Secretary Jeremy Street, John Zichko, Rhea Coble, Rich Graham, Ruth Green.

Not in attendance were Vice Chair J.P. Swim, and Kitty Schwager.

Others in attendance were

SHA Director Diane Quast, and SHA staff person Laura Garrison.

The meeting began on time and the minutes for the July meeting were accepted as written.

The first order of business was a presentation by Diane Quast of the proposed timeline for development of the next Annual Plan. The SHA staff will present the first draft of the plan to The SHA Board of Commissioners on Sept 12 for their comments. Any revisions will be incorporated into the Draft Plan and then it will be sent to all RAB members through the mail in time for the RAB to review it before the September 27 RAB meeting. Any additional revisions to the Draft Plan issuing from the September 27 RAB meeting will be incorporated into the draft and further discussion will take place at the October RAB meeting. An opportunity for public comment will occur in November and in December the final draft will be completed.

Discussion was held regarding the possible need for additional RAB meetings during the draft writing process

It was agreed that some form of initiation for new RAB members would be appropriate and might include such things as: a formalized presentation by established members of the RAB and the SHA staff, individual one-on-one mentoring provided by established RAB members, and providing new RAB members with copies of minutes and documents from past meetings.

Diane Quast informed the RAB that The SHA Board of Commissioners had received a letter of resignation from one of its members. Diane did not mention which member had resigned but said that it was not Julia Rahmaan.

The second agenda item was a report by John Zichko on the state of affairs at the Commercial building, the SRO where he resides. John's report included forty-four pictures. John discussed several problem areas at the Commercial including:

? health and sanitation problems

? fire hazards

? tenants who, because of mental illness, can't take care of themselves and who lack the capacity to function within the normal rules of social behavior

? tenants who use the Commercial as a base for under-the-table businesses

? a recent "plague" of tenant-on-tenant Protective Orders.

John's photographs seemed to support many of his claims. John went on to say that he feels that the owners of the Commercial, Jim and Fay Delligens, are not at fault but that the on-site manager Jim Guice is negligent.

Various members of the RAB discussed possible solutions to these problems and the Housing Authority's range of responsibility regarding them. Laura Garrison said that the SHA is in contact with HUD about SHA's role regarding Spokane's SROs and takes their direction from them. My understanding(Jeremy Street) was that Laura believes that there is a limit to what SHA can do because SROs are independently owned.

I (Jeremy Street) stated that I had been told that the SHA was under direction by HUD to file a periodic report as to the performance of it's SROs in various areas but that this had not been occurring due to a clerical oversight at SHA. Laura said that she would ask Diane about this.

John Zichko made a motion that the RAB support his "endeavor to straighten things out at the Commercial Building." Various RAB members felt this motion was too vague and asked John to put it in more defined terms but he declined to do so and his motion died.

We engaged in a discussion of the progress of our attempts to get new RAB members. Some completed application have been returned to SHA and copies of those have been mailed to RAB members. Laura said that about 200applications had been sent out in the preceding week. Ann Watkins offered to write letters of invitation to the September meeting for all new RAB applicants.

The last agenda item was determining whether or not we should send a regular RAB representative to the SHA Board of Commissioners meetings, which are held the second Tuesday of the month at the SHA from 3 to 5pm. Jeremy Street agreed to attend the September meeting. The RAB decided to hold off on committing to a regular attendee to this meeting until we have a better feel of this commitment's value.

John Zichko suggested that we get a copy of the Board of Commissioners minutes and agenda and that we send them ours. It was agreed that this is a good idea.

September Agenda items:

- ? Discuss Annual Plan Draft
- ? Discuss RAB applications
- ? Discuss what method to use for electronic recording of meetings
- ? Discuss lottery (item deferred from previous meeting)

Please note - I (Jeremy Street) will not be able to attend the September SHA Board of Commissioners meeting as planned.

Minutes for SHA RAB meeting held September 27, 2000
Compiled 10/15-16/2000 by Jeremy Street

The meeting began seven minutes late and there were not sufficient members in attendance to form a quorum. Although the RAB could not do any business, due to lack of a quorum, it was decided to proceed with the agenda.

Board members in attendance were Chairperson Ann Marie Watkins, Vice Chair JP Swim, Secretary Jeremy Street, John Zichko. Also in attendance were SHA Director Dianne Quast, and prospective RAB members Rhonda L. Anderson, Anna Friedlander, and Carol Echtenkamp.

Dianne Quast stated that she was planning to use the RAB minutes of record as a record of the RAB's discussion on the SHA Strategic plan. Dianne added that the SHA Board of Commissioners would be interested in consulting the RAB minutes of record during their regular "Consent Agenda" but would not wish to consult any version of the minutes before they had been accepted by the RAB as the minutes of record. In addition Dianne said that she would welcome the monthly participation of a member of the Northwest Justice Project at the RAB meetings.

At this point RAB members Richard Graham and Ruth Green arrived and thus established a quorum. Kate Hoskinson from Northwest Justice Project also arrived around this time.

The September minutes, as mailed out by Jeremy Street, were discussed and accepted by the RAB.

The first Agenda item was Dianne Quast's discussion and the RAB's comments on the (Draft) "SHA Strategic Plan and 5 Year Agency Plan With Objectives And Strategies / FY 2001 – 2002." This discussion consumed the bulk of the meeting and covered Strategic Goal #1.1 through Strategic Goal 1.3, leaving Strategic Goal 1.4 through Strategic Goal #7 to be discussed at later meetings. No motions were made during this discussion however Dianne made the following points:

 The SHA Board of Commissioners had requested that there be a single Master Plan to which they could refer that incorporated all objectives of the SHA. HUD did not receive this extensive version because some SHA goals are not within the domain of what HUD requires or desires to be advised of.  In addition to income requirements, the SHA Master Plan included five criteria on which to base SHA clients' assistance priority ranking (who will get housing first) for both Public Housing and Section 8 Housing. These criteria are: 1.Work or reside in Spokane County 2.Terminal Illness 3.Not currently in subsidized housing 4.First come first serve within equally ranked populations 5.Single disabled, and/or two person elderly, and/or displaced. In addition to these, for Whitman County "Families with children under 18" is a ranking criteria.

 Criteria #3 (Not currently in subsidized housing) was not submitted to HUD in SHA's 1999 -- 2000 plan.

Dianne asked that the RAB consider in the upcoming weeks whether it desires for the SHA to include criteria #3 in it's 2000 –2001 plan to HUD.

 The SHA currently can acquire properties up to five miles outside of Spokane City limits. If the Spokane Housing Authority became the Spokane City and County Housing Authority it could serve more people. Spokane County must invite the SHA to do this in order for it to occur.  SHA wishes to prevent owner opt-out of project-based housing such as SROs. Owners of project-based housing have the option to return their buildings to the private market at the end of each contract period. Many owners were brought into SHA contracts because of special financing offered to them for renovation. During their initial contract period they may have been receiving more or less than market value for units. In the future, only market value can be paid for these units. Some owners may feel that the private market will provide a better return on their properties if those properties were getting less than market value as project-based assisted housing. SHA is working with a consortium of housing providers in efforts to preserve project-based housing.

 To reduce administrative burden, SHA is looking at transferring some of what is now Public Housing (buildings owned and managed by SHA) to Section 8 privately managed housing. The vouchers for this type of Section 8 housing would not be usable at other projects. These types of vouchers are called “sticky vouchers.”

 To reduce administrative burden, SHA wishes to transfer ownership of “accessible units” (like those of the Newark) to private ownership.  SHA feels that feedback on SHA’s performance from its clients (and its client’s neighbors) is important and is looking for ways to better facilitate this.

Dianne asked that the RAB generate some suggestions about how to gather SHA performance feedback.

 SHA is looking at ways to use technology to deliver services and reduce costs.

John Zichko moved that we vote to accept Rhonda L. Anderson, Anna Friedlander, and Carol Echtenkamp as new RAB members and make this status retroactive to the beginning of the meeting for purposes of remuneration. The motion was seconded and passed unanimously.

John Zichko moved that we postpone further consideration of new RAB members to the October meeting. This motion was seconded and passed unanimously.

Discussion was held on whether or not the RAB has an operating fund. Dianne Quast said she would look into this and report back.

It was agreed that the RAB meetings would be recorded on SHA equipment and archived at the SHA. The Secretary Jeremy Street will use his own recording equipment for purposes of writing the minutes. Dianne announced that a new SHA staff member may be attending the meetings in the future. Rich Graham moved that we defer the lottery agenda item until the October meeting. This motion was seconded and passed unanimously.

The bylaws were copied and distributed to the new RAB members.

October Agenda Items:

1. Consideration of new members
2. Continuation of discussion of Draft Plan

3. Lottery

Notes:

Please bring your copy of the (Draft) “SHA Strategic Plan and 5 Year Agency Plan With Objectives And Strategies / FY 2001 – 2002” to the October 25 RAB Meeting

Please review the RAB new member applications before the October meeting.

At the October meeting I will provide updated RAB address/contact information to all members. In addition, for new members, I will provide copies of past minutes and a copy of Dan Birdsell’s 30-minute talk on running a meeting.

As you may recall, because of failing eyesight, I (Jeremy Street) accepted the Secretary position on a temporary basis. At this time I am also considering moving out of assisted housing which would disqualify me for the

RAB altogether. So, for these two reasons I believe that the RAB should begin actively looking for another person to fill the Secretary position.

Spokane Housing Authority Resident Advisory Board
Minutes for October 25,2000
Compiled 11/6/00 by Secretary Jeremy Street

The meeting convened at 2:04pm. Members in attendance were: Chair Ann Marie Watkins, Vice Chair J. P. Swim, Secretary Jeremy Street, John Zichko, Rhea Coble, Rich Graham, Ruth Green, Rhonda L. Anderson, Carol Echtenkamp. Anna Freilander and Kitty Schwager were absent. Chair Ann Marie Watkins read a letter of resignation from Kitty Schwager at this meeting. Non-members in attendance were Dianne Quasi of the SHA and Kate Hoskinson of the NW Justice Project. The order of the agenda was rearranged so that the Strategic Plan item was first. Dianne Quast announced that Chester Brown, the current HOPWA coordinator, would be the SHA representative attending RAB meetings in the future. Dianne gave his contact information as follows: Phone 252 7136

Dianne expressed her desire to move the "Public Hearing" meeting on the Strategic Plan out to the February Board of Commissioners meeting to allow for the required forty-five day public comment period. No decent was heard from the RAB.

Dianne reported that she had investigated the RAB's question about its operating budget and found that indeed it was provided for at \$3,000 for the current fiscal year, which ends at the end of June 2000. Dianne further reported that approximately \$2,000 of that money is still unused.

Discussion of the Strategic Plan began (on Draft #2) with Strategic Goal #1 Objective #4, and proceeded through to the end of Strategic Goal #5 Objective #2 Strategy #3. My Review of the tapes of the meeting indicates that some items were not discussed. These include Strategic Goal #1 Objective #4 Strategy #3(132), Strategic Goal #3 Objective #1 Strategies 2(a), 2(b), and 2(c).

Dianne said that the SHA is considering converting its Public Housing into Section 8 (project based) housing. This plan stems from the SHA's desire to avoid the PHAS requirements that HUD applies to Public Housing but not to Section 8 housing. Dianne said that these requirements are "a burdensome thing" for smaller Housing Authorities such as exists in Spokane.

Note: PHAS stands for Public Housing Assessment System. In the Resident Leader Manual that I received at the Kansas City HUD conference under "Key Points," about the PHAS (on page IV.A. 1) reads the following:

- “PHAS: • Replaces the Public Housing Management Assessment Program (PHMAP), providing a comprehensive and strategic measurement of a PHA's [Public Housing Authority's] essential operations.
- Assesses the physical condition of a PHA's developments, A PHA's financial condition and management operation, and residents' satisfaction with living conditions.
 - Determines a PHA's designation as a high, standard, or troubled performer, affecting distribution of HUD funds and encouraging PHA's to improve their performance."

Dianne added that the Scattered Site Housing, which is very expensive to operate, is another area that is being considered for change. Possibly these units could be sold to current tenants (paid for with voucher value) and the money put into more centralized projects *for* very low-income individuals. This possibility, Dianne added, would probably not be pursued in the near term.

Dianne said that the Board of Commissioners voted to solidify the housing preference that favors unassisted individuals over assisted individuals by providing unassisted individuals with housing prior to allowing assisted individuals to relocate within the SHA housing stock. (Note: this preference was identified as preference "#3" in the September minutes). Dianne pointed out that the RAB could still make a recommendation to the Board of Commissioners to reverse their position. Dianne announced that there is a new Executive Director of the Spokane Low Income Housing Consortium (SLIHC). That person is Marj Dahlstrom. SLIHC's number is 353 9858. The address is 427 W. Ist Ave., 99201.

Dianne defined "deconcentration" as used in Strategic Goal #1 Objective # 4 Strategy # 2 as the intentional grouping of tenants so that a variety of income levels coexist within in a given area.

Carol Echtenkamp expressed the hope that the RAB could work to establish some control over Landlords who do not adhere to standards. Dianne said that some effort will be made in that direction under Strategic Goal #1 Objective # 4 Strategy # 3(b).

Kate Hoskinson added that the "Stay Put" program was put together to address these types of problems without the need for litigation. The local Stay Put volunteer works in the NW Justice Project office and her name is Amber.

Under Strategic Goal #3 Objective # I Strategy # I the purpose of ROSS was discussed. ROSS stands for Resident Opportunity and Self Sufficiency. At the HUD conference ROSS was cited as a potential funding source for a variety of things such as what is stated on page IH.A. I, of the Resident Leader Manual. This page reads in part, "ROSS is a competitive grant program that helps residents become economically self-sufficient by providing supportive services and resident empowerment activities. Some ROSS programs help resident groups with management, business development, capacity building, or conflict resolution." Dianne said that resident owned business development was not an emphasis in the grant proposal that SHA plans to submit to HUD.

Under Strategic Goal #3 Objective # 2 Strategy # I (a) Dianne explained the need to develop partnerships within the community to enhance the support services given to Welfare to Work voucher recipients (700 new vouchers have been issued to W to W recipients). The voucher grant stipulated that these support services be provided however no financial means to pay for services was included as part of the grant award. Therefore community partnerships are vital to fulfill grant requirements.

Dianne touched on the need to promote a positive image in the media of both the SHA and SHA

program participants.

Dianne pointed out that Strategic Goal # 5 and following were not mandated by HUD as were I through 4.

The next agenda item was new member applications. A motion was made by Jeremy Street to read and approve or disapprove each application by Board consent. John Zichko seconded the motion and it passed. After the approval process Ann Marie agreed to send out invitations for the next RAB meeting to the approved candidates.

Determining how to create staggered terms for the RAB was the next agenda item. It was agreed that the length of a member's term can be shortened at his own discretion simply by resigning and that no member is restricted to any number of terms unless they become disqualified to serve as spelled out in the bylaws. Jeremy Street, John Zichko, Rich Graham, and Ruth Green all volunteered to serve one-year terms for their first term. The Bylaws state that terms begin on July 1st. This means that the above mentioned "volunteers" terms will end on June 30~ 2001 unless they resign prior to that date.

Jeremy Street stated that he expects to be leaving assisted housing prior to this date.

Those not volunteering for one-year terms are to have two-year terms ending on June 30~2002. The next two new Board members chosen to serve will have one-year terms ending on June 30~ 2001. Should more than two new Board members join consecutively and there is a dispute as to who is to have what length term, the matter will be determined by coin toss.

The RAB agreed that, due to Thanksgiving, the next RAB meeting will be held on November 15~ from 2 to 4pm at the Spokane Housing Authority.

The agenda items for the November meeting will be:

1. Strategic Plan
2. Election of new members from those applicants attending
3. Establishment of "Standing Rules"
4. Discussion of appointment of new Secretary
5. Presentation by John Zichko (10 minutes)

Spokane Housing Authority Resident Advisory Board
Minutes for November 15,2000
Compiled December 3,2000

The meeting began at 2:11 p.m. Chairperson Ann Marie Watkins began the meeting by announcing that invitations to prospective new RAB members had not been sent out since the last meeting and asked if the RAB would like those sent out prior to the December meeting. The RAB passed a motion that this be done.

Chester Brown of the SHA introduced himself as the new HOPWA coordinator and REACH advocate and said that he will be attending the RAB meetings as an SHA representative. His role will be similar to the role previously filled by Laura Garrison. Mr. Brown offered some personal background. He was born on the Spokane Indian Reservation. He worked for the tribe as the Senior Citizen Liaison, worked for the State Department of Social and Health Services as a Financial Specialist, and from there came to the SHA.

The October minutes were approved and roll call was taken. RAB members in attendance were: Chairperson Ann Marie Watkins, Vice Chair J.P. Swim, Secretary Jeremy Street, John Zichko, Rhea Coble, and Carol Echtenkamp. RAB members absent were: Rich Graham, Ruth Green, Rhonda L. Anderson, and Anna Freilander. Non RAB members attending were: SHA representative Chester Brown and Kate Hoskinson of the Northwest Justice Project.

The first agenda item was the continuation of discussion of the "SHA Strategic Plan And 5 Year Plan With Objectives And Strategies / FY 2002 - 2006." The discussion began where it had concluded in October, at the beginning of Strategic Goal #6, and concluded with the completion of the last item of the plan. Strategic Goal # 7, Strategy #7.

Under Strategic Goal #6 ("Increase and enhance the public image of SHA"), Objective #2, Strategy #1, concern was raised about the intended meaning of the word "marketing," and the creation of a picture book of Scattered Site properties to assist in this "marketing" effort. Various RAB members speculated that the intended meanings of "marketing" of Scattered Site dwellings could include such things as 1. Creating a better image in the public's eyes of where SHA tenants live, 2. A way to show prospective landlords the good condition that tenants keep the properties in, 3. And the literal meaning of marketing - to sell the properties. The question of justification for the cost of creating the picture book was also raised. Chester Brown said he would look into the drafters' intended meaning of the word.

The point was made that while the SHA does give some detail about its goals and objectives in its Strategic Plan, the SHA's motivations for its goals and objectives are sometimes obscure. Members John Zichko and Jeremy Street speculated that this seems, at times, to be an intentional effort on the part of the SHA to keep their true motivations vague.

The conversation branched to an item from the previous month's discussion – the changing of some of SHA's Public Housing to Section 8, Project Based, "Sticky Voucher" Housing. Concern was voiced as to whether this change, intended to cut costs, would put housing quality and client

satisfaction at risk. Kate Hoskinson of the Northwest Justice Project said that she was not aware of anything for Project Based Section 8 housing such as what exists for Public Housing in the PHAS (Public Housing Assessment System). Ann Marie asked if Chester Brown could look into the question. Chester said that he will delve into it.

Some discussion revolved around Strategic Goal #7. Note: tire numbering under this goal is not clear (example, there are two items marked 4(a)) so I will reference only the text itself.

Under "Develop desk manuals to provide greater detail to specific job positions and tasks assignments - complete by FY03," concern was raised about the need to create such a manual. The issue of SHA's motivation was again brought into question. Kate Hoskinson remarked that the manual could provide a means by which tenants could hold SHA employees accountable for doing their jobs. John Zichko felt that it could be used just as easily to make sure that no one was accountable. Chester Brown said that the manual would be a useful tool for anyone filling the anticipated Human Resources position. No suggestions were made regarding this issue.

Agenda item # 2, election of new RAB members, was postponed until the December meeting.

Agenda item # 3 was the establishment of "Standing Rules." After discussion the following Standing Rules were adopted (by motion) for the order of business of the RAB:

1. Roll Call of RAB and recognition of quorum or no quorum status
2. Notation of other persons in attendance
3. Approval of minutes of previous meeting
4. Current Agenda items
5. New Business
6. For the good of the RAB
7. Set next month's agenda

Agenda item # 4 was discussion about the appointment of a new RAB Secretary. No new Secretary was chosen but Chester said that he would look into the SHA providing some assistance in terms of equipment use and storage space. For reasons of practicality, the RAB agreed to purchase a standard cassette tape recorder (using tapes measuring approximately 2.5" x 4" x .25").

Agenda item # 5 was John Zichko's concluding report on the Commercial Building. John had submitted a "Position Paper" to Arlene Patton of the local HUD office regarding the conditions at the Commercial. John read the response that he received from Arlene Patton. In her letter she stated that she had made an announced visit to the Commercial and that she had not witnessed any of the conditions that he was complaining about. She said that she had forwarded John's complaints to John Jack Peters of the Seattle HUD office. She also said in the letter that it was explained to her [by the Commercial Building management] that it was the tenants' responsibility to clean the restrooms and kitchens. Jeremy Street stated that he felt that it was wise of John to make his continuing efforts to improve things at the Commercial a matter of record with the RAB.

The Agenda for the December meeting was set as follows:

1. Items to be addressed by Chester Brown:
 - A. Make sure we are all using the same Draft Plan
 - B. Define the word "marketing" as used in 6(2x1) of the Strategic Plan Draft
 - C. Discover whether there exists a quality control safeguard system for Section 8, Project Based, "Sticky Voucher" housing similar to what exists for Public Housing in the PHAS (Public Housing Assessment System). And if there is identify it.
 - D. Look into use of computer and office space for incoming Secretary
 - E. Attempt to find storage space for Secretarial supplies
2. The RAB's current comments on the Strategic Plan.
3. Elect new RAB members

Attachment E

Cooperation Agreement for Economic Self-Sufficiency Between the Spokane Housing Authority and Region I Dept. of Social and Health Services Community Services Division

Memorandum of Agreement

This Memorandum of Agreement (MOA) is entered into between the Spokane Housing Authority (SHA), a governmental entity corporation, and Region I Dept. of Social and Health Services Community Services Division (DSHS). The parties agree to the following:

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) envisions that SHA and DSHS will target services to families who receive housing assistance, and will work together to help these families to become self-sufficient.

SHA and DSHS recognize the significant overlap in the population receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance.

SHA and DSHS recognize that these families have the potential to succeed and become economically self-sufficient where adequate supportive services are provided.

SHA and DSHS recognize that coordinated administrative practices support participant self-sufficiency, and it is in the best interest of all concerned parties to coordinate efforts aimed at jointly assisting these families in becoming economically self-sufficient.

SHA and DSHS recognize the need for a streamlined process to collect, verify and provide information as necessary to either party in a timely manner to ensure efficient delivery of service, and to detect and deter participant fraud and program noncompliance.

Purpose of Memorandum of Agreement


The purpose of this MOA is to carry out, on a local level, Sec. 512(d)(7) of QHWRA, which requires that SHA and DSHS identify common goals and purposes that support the economic self-sufficiency efforts of low-income families receiving welfare assistance and living in public housing or receiving Section 8 tenant-based assistance. SHA and DSHS agree to the following goals:


- 1) Targeting services and resources to families to assist them in achieving economic self-sufficiency, including, but not limited to, pre and post employment and training activities, job search activities, job development, case management, mentoring, counseling, childcare, and transportation.
- 2) Coordinating and streamlining the administrative functions to ensure the efficient delivery

- of services to families. This includes coordination of resources and program activities, identification of eligible participants and coordination of verification of information to determine program eligibility. A DSHS representative has sat, and will continue to sit, on the combined advisory board for SHA's Family Self-Sufficiency program (FSS), Welfare-to-Work Housing Voucher program (W-t-W), and the Resident Opportunities and Self-Sufficiency program (ROSS). SHA staff will continue to update, on a quarterly basis, the Community Services Offices staff on the implementation of W-t-W, FSS and ROSS.
- 3) Reducing and discouraging fraud and noncompliance with welfare and housing program requirements by providing information to reward work and promote compliance. DSHS and SHA have implemented a jointly developed process to
- A. verify if a family in public housing or receiving Section 8 assistance is receiving welfare benefits/assistance.
 - B. verify if a family in public housing is eligible for a "disallowance of earned income from rent determination," as allowed in QHWRA, Sec. 508(d).
 - C. verify if a family in public housing or receiving Section 8 assistance that has a decrease in welfare income may have their rent decreased. DSHS ensures that SHA has information whether the family's welfare benefits/assistance has been reduced or terminated due to fraud or noncompliance with welfare program rules and regulations.
 - D. Verify if adult members of a family in public housing are exempt from Community Service—required by QHWRA, because they are engaged in a work activity as defined by the Social Security Act, or under the Washington State welfare program.

(See also, Attachment A, Data Sharing Agreement)

Both parties fully understand and agree to the roles and responsibilities outlined in this agreement.

~~Spokane Housing Authority~~

Dianne M. Quast, Executive Director
8/1/00
Date

~~Region 1 DSHS Community Services Div.~~

Region 1 Official
8/1/00
Date

**DATA SHARING AGREEMENT
BETWEEN
THE DEPARTMENT OF SOCIAL AND HEALTH SERVICES,
COMMUNITY SERVICES DIVISION(CSD)
AND
WASHINGTON STATE HOUSING AUTHORITIES**

AGENCY PROVIDING DATA

AGENCY NAME: Community Services Division (CSD)
CONTACT PERSON: Dave Monfort
TITLE: Constituent Relations Verification Manager
ADDRESS: P.O. Box 45440
PHONE NUMBER: Olympia. WA 98504-5440
FAX NUMBER: (360) 413-3339
(360) 413-3491

AGENCY RECEIVING DATA

AGENCY NAME:
CONTACT PERSON:
TITLE:
ADDRESS: Spokane City Housing Authority
PHONE NUMBER: Mary Jo Harvey
FAX NUMBER: Executive Director
W 55 Mission, Ste 104, Spokane, WA 99201
(509) 328-2953
(509) 327-5246

SCOPE AND PURPOSE OF AGREEMENT

A. PURPOSE

The purpose of this data sharing agreement is to provide Washington Housing Authorities specific public assistance client financial information from the following program areas to verify client eligibility for subsidized housing:

Medicaid
Medical Only
Food Stamps
Aid to Families with Dependent Children/Temporary Assistance to
Needy Families
General Assistance
Refugee Assistance

The information will be used to administer Housing and Urban Development (HUD) programs for low income housing assistance.

B. PERIOD OF AGREEMENT

This agreement shall be effective upon the signature of both the parties to this agreement effective January 1, 2000 and continue until December 31, 2003.

JUSTIFICATION FOR ACCESS

Access to client financial information is used by the above Washington Housing Authority to determine benefit level for Housing and Urban Development (HUD) low income housing assistance under the authority of 45 RCW 205.50 (a)(1)(i)(C) which states:

A State plan for financial assistance under title IV-A of the Social Security Act, must provide that. ..The use or disclosure of information concerning applicants and recipients will be limited to purposes directly connected with...The administration of any other Federal or federally assisted program which provides assistance, in cash or in kind, or services, directly to individuals on the basis of need.

DESCRIPTION OF DATA SHARED

The above Washington Housing Authority will provide DSHS with the following client information:

- * Client Name
- * Client Social Security Number and/or client case number or client identification number.
- * Month/Year of information needed

DSHS will provide the Washington Housing Authority the following client financial information:

- * The number of persons in the DSHS household.
- * The mailing address.
- * The month/year, type, and amount of benefit issued by DSHS.
- * The month/year, type, and amount of other income and/or benefit reported to DSHS.

ACCESS TO DATA

The above Washington Housing Authority will provide needed client information in one of two ways:

Telephone DSHS on the Toll Free Number (1-800-795-2518) to verify current client information for applicants.

Either mail to the above address or send a Facsimile to (360) 413-3491 a list of clients with the required information to DSHS on a monthly basis for annual reviews conducted by the Washington Housing Authority.

DSHS will provide an oral response to the telephoned requests for current information and a written response to the monthly lists received that includes the identified data elements and mail back to the Washington Housing Authority.

V. CONFIDENTIALITY

A. REGULATIONS COVERING CONFIDENTIALITY OF DATA

This agreement is entered into pursuant to the Provision of RCW 74.04.060.

This regulation states in part: Information about recipients shall not be disclosed except for purposes directly connected with the administration of the programs for which the data was collected.

It further states: That any information so obtained by such persons or groups shall be treated with such degree of confidentiality as is required by the federal social security law.

Other regulations pertinent to this agreement are:

RCW42.17.310(1)(a)

Section 1902(a) (7) of Title XIX of the Social Security Act

Section 402(a)(9) of Title IV of the Social Security Act.

Section 11 (e) of the Food Stamp Act of 1977

7 CFR 272.1(c)205.50

45 CFR 205.50

42 CFR 431.301

WAC 388-320-235

B. ACCESS TO DATA

Access to the public assistance client income information shall be limited to Washington Housing Authority staff whose duties specifically require access to such data to determine eligibility and payment level of HUD housing assistance.

C. NON-DISCLOSURE OF DATA

Washington Housing Authorities shall not disclose, in whole or part, the data described in this agreement to any individual or agencies not specifically authorized under

"ACCESS TO DATA" above.

D. PENALTIES FOR UNAUTHORIZED DISCLOSURE OF DATA

Violation of the non-disclosure provisions of this agreement may result in criminal or civil penalties. RCW 74.04.060 states: The violation of this section shall be a gross misdemeanor, punishable by imprisonment of not more than one year and/or a fine not to exceed five thousand dollars.

CSD may immediately terminate this agreement if it is determined that the provisions of this agreement are not being met.

E. EMPLOYEE AWARENESS OF USE/DISCLOSURE REQUIREMENTS

Washington Housing Authorities shall assure that all Housing Authority staff with access to the microfiche are aware of the use and disclosure of this information as follows:

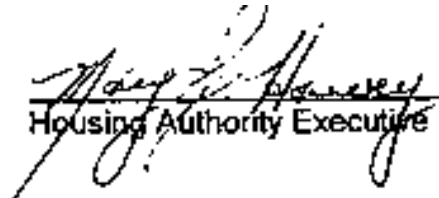
1. Prior to making the microfiche available, notify all staff with access to the information contained of the use and disclosure requirement and the penalties for unauthorized use/disclosure. These are found in Appendix A.
2. Advise each new staff of provisions in 1 .above and provide an annual reminder to all other staff.
3. The Washington Housing Authorities may publish the requirements and penalties in policy or procedure manuals, provided such manuals are available to all staff with access to the microfiche.

AMENDMENTS AND ALTERATIONS TO THIS AGREEMENT

The Community Services Division and the Washington Housing Authorities may mutually amend and/or alter this agreement at any time with two weeks notice, but it must be in writing and signed by authorized staff.



Director
Community Services Division



Housing Authority Executive Director

Attachment F – Voluntary Conversion

Monday, November 06, 2000

Development has been asked to examine the issues surrounding the "Voluntary" conversion / disposal of our existing Public Housing stock. Three different approaches were utilized in this examination.

1. HUD analysis: a HUD requirement under proposed rule published 7-23-99.
2. Macro analysis: a snapshot showing current and projected income.
3. Standard method analysis: a project examination utilizing market methods.

HUD ANALYSIS

This analysis is to determine the most cost effective means of providing housing (Public Housing vis-a-vis Section 8 Voucher). The results are attached on four sheets, but can be summarized as follows:

The cost of maintaining the units as Public Housing is constant @ \$708.87/unit/month.

The cost of maintaining the units as "Sticky Vouchered" with the highest cost (i.e. full FMR and admin fee) is \$647.63/unit/month. The savings is \$61.25 / unit / month for an annual total savings of \$91,875 to HUD.

The cost of maintaining the units as "Sticky Vouchered" with the lowest cost (i.e. FMR adjusted for utilities allowance and reduced admin fee) is \$578.15/unit/month. The savings is \$130.72 / unit / month for an annual total savings of \$ 196,080 to HUD.

HUD ANALYSIS ASUMPTIONS

- a. Construction / modernization costs based upon current level of funding of \$221,765.00
- b. Demolition costs == 0
- c. Because modernization was deemed to be an "on-going" process rather than a one time event and the costs computed to be equal to twenty (20) years worth on current modernization funds.
- d. TDC is the average based upon the published HUD table equal to \$148,292
- e. Per Unit Operations costs based upon current level of funding (I.e. rents and subsidy) of \$441,240.
- f. Section 8 Voucher admin fee were examined at two levels (i.e. \$40.05 to \$ 17.00 to reflect lower reimbursement level for SHA owner properties)
- g. Section 8 FMR's were examined at two levels (i.e. at full amount and to reflect site specific utility allowances)
- h. The HUD "Market Analysis" requires that SHA obtaining appraisals. The cost estimate for all units is \$27,550.00.

"MACRO" ANALYSIS ASSUMPTIONS:

This is a comparison of the total current level of funding for Public Housing; rents, subsidy and Capital funds; and projected income.

- a. Projected income is based upon FMR's and/or Rent reasonable rent depending upon situation and which is the lower figure.
- b. Total Incomes include Admin fees earned by SHA for the Section 8 vouchers., either at the full rate for non-owned properties (pre-conversion) or the reduced rate for SHA owned properties (post conversion).
Assumes that these vouchers would be moved from market units to SHA owned units resulting in income loss in admin fees earned.
- c. Projected income assumes a 10% vacancy factor
- d. Rents for Projected are adjusted for utility allowances.

TOTAL CURRENT SHA INCOME

Public Housing Rental income and subsidy payment	\$ 441,240.00
Public Housing Capital funding	<u>\$ 221,765.00</u>
Public Housing subtotal	\$663,005.00
Current Admin income from 125 Sections 8 vouchers	
@ \$40.05/ unit / month for non-SHA owned units	<u>\$ 60,075.00</u>
Total	\$723,080.00

TOTAL PROJECTED SHA INCOME

Rental Income Scattered Sites	\$ 529,124.00
(Note: rents at FMR after comparison with rent reasonable)	
A Rental Income Parsons Apartments	<u>\$218,521.00</u>
(Note: rents at rent reasonable after comparison with FMR)	
Subtotal rental income all converted units	\$ 747,645.00
Income from 125 Section 8 vouchers	
@ \$17.00/ unit / month for SHA owned units	\$ 25,500.00
Total	\$773,145.00

Analysis projects that there should be a net positive income to SHA of an additional \$50,065.00 based upon the projected income.

An additional \$82,035.00 could also be earned by the SHA if the vacancy factor was reduced to 0%.

PROJECT EXAMINATION PER STANDARD METHODS:

This analysis was examined with the scattered-sites and Parsons as separate entities. A copy of the standard Proforma and rent income sheets is attached for each entity. The results on each sheet can be summarized as follows:

For Scattered-sites:

If rents are held at the FMR post conversion, there is no increase in the amount of rent paid by the current tenants (i.e. 30% of income) on a voucher compared to what they pay for rent as a Public Housing unit.

The project cash flow goes to a negative number in year 27. Project cash flow is calculated after expenses and reserves for operations are subtracted from the NOI.

At year 27, \$60,000 will have been placed in reserves for operations, \$2,250,000 placed into reserves for replacements and \$2,013,854 in project cash flow funded.

For the Parsons:

Project cash flow is calculated after expenses and reserves for operations are subtracted from the NOI.

Project cash flow goes negative in year 17. (based on Rent Reasonable rents)

At year 17 \$60,000 will have been placed in reserves for operations, \$637,500 placed into reserves for replacements and \$214,350 in project cash flow funded.

If Fair Market Rents are utilized for the analysis then the project cash flow does not go negative until year 23.

It may be assumed that the current lower Rent Reasonable Rents will increase to approach or exceed the Fair Market Rents in the near future because of the events occurring within the geographical area of the Parsons. If the rents reach the projected FMR level at any time prior to year 17, then the project cash flow does not go negative until year 23.

STANDARD METHOD ASSUMPTIONS

- a. Project incomes do not include income to SHA from the administrative fees earned by SHA for the 125 Section 8 vouchers.
- b. The costs of performing Section 8 HQS inspections for the SHA owned units is included in the expenses numbers. This is calculated at \$30.00 per inspection and includes one annual inspection per unit and re-inspection of 10% of the units per month.
- c. Rental income for the Parsons is based upon the lower rent reasonable rents published on 09/00 rather than the Fair Market Rents. The differential for one (1) bedroom units is \$20.00/unit/month and for two (2) bedroom units \$21.00/unit/month. Rents were reduced by specific utility allowances.
- d. Rental income for the scattered sites compared the FMR to rent reasonable levels and it was found that the FMR was exceeded by the Rent reasonable level. Rents were adjusted downward for utility Allowances
- e. All rental incomes included a reduction based upon a 10% vacancy.
- f. Property management fees were estimated at 7% and include the accounting functions necessary for property management, pro-rata shares of Property Manager and Asset Manager salaries, and other central office costs including maintenance of site based waiting lists.
- g. Other expense numbers utilized were based upon actual figures from accounting.
- h. Replacement / Capital Reserves were increased by \$50.00 per unit per year every five years for the scattered-sites only
- i. Replacement / Capital Reserves were set at \$750.00 per unit for the Parsons and \$ 1,000 per unit for the scattered-sites and are treated as "Expenses".
- j. Rents were increased at a rate of 1.75% per year and expenses were increased 3% per year.
- k. An additional \$2,500 per project is included for audit costs under the line item for "legal & accounting"

- l. Costs of Section 8 voucher administration are borne by SHA from admin fees not included in income.
- m. Analysis of conversion will include utilization of the appraisals obtained for the HUD analysis. That cost is estimated at \$27,550.00
- n. Scattered-site analysis should keep in mind the eventual utilization of units in a home-ownership program and / or sale. Revenue from such sale is not reflected in analysis
- o. It is assumed that the Parsons expense include rent for a two bedroom unit and a \$400 / month stipend for a resident manager.
- p. Staffing for Parsons also includes one (1) full time maintenance person
- q. Staffing for the scattered sites is three (3) full time maintenance persons including one laborer for painting and yard care.
- r. Operating reserves were included at \$10,000 per year for six years and then reduced to zero. A level of \$60,000 for this account would be maintained and reductions replacement funded in the future from Project cash Flow.
- s. Scattered-site expenses include an additional \$500 per units for landscaping costs as contract services.
- t. No PILOT payments are included.
- u. The impact of a trash compaction system for the Parsons Apartments is not calculated. This was funded under the current years Capital Fund.

RECOMMENDATIONS:

This analysis indicates that it is financially feasible to convert the current Public Housing stock to "FMR" based units especially the scattered-site units.

The scattered-site units present a very healthy Proforma that will allow for their conversion and utilization in a future "Homeownership" program.

If the Parsons Apartments continues to serve elderly and disabled tenants, and a social services program is deemed essential, funds for that program with a ½ time worker will have to be found outside of the income of the apartments themselves.

Other sources of subsidy for Parsons Apartments operations have not been identified and will have to be developed. Conversion of Commercial spaces (i.e. COP SHOP) or increased rental incomes were not examined in depth.

Without sources of income to provide social programs for elderly and disabled tenants, the possible conversion of the Parsons Apartments to serve persons at or below 30% of AMI without other restrictions might be considered.

Attachment G –Policy for Project-Based Vouchers

THE SPOKANE HOUSING AUTHORITY POLICY FOR SECTION 8 PROJECT-BASED VOUCHERS

The Spokane Housing Authority may use amounts provided under an Annual Contributions Contract to enter into a Housing Assistance Payment Contract with respect to providing Project-Based Assistance to an existing, newly constructed, or rehabilitated structure that is attached to the structure.

The Section 8 Project-Based Voucher Program is consistent with the Spokane Housing Authority Annual Plan and Strategic Five Year Plan. In considering a request for project-basing the following criteria will be applied:

- Project Basing must promote deconcentration and housing choice.
- Project Basing may be utilized as a tool for voucher utilization for SHA; issuing of project based vouchers will cause no undue hardship for other eligible households.
- The median income served must be at or below 30%.
- The Vouchers will serve special needs populations first, the elderly & disabled and those receiving supportive services.
- Only developments of 15 units or less will be considered for project-basing, (100% of units housing disabled/elderly residents, or those families receiving supportive services, can utilize vouchers). Otherwise, only 25% of the units in the development can receive vouchers.
- Units can be existing, newly constructed or substantially rehabilitated.

The Spokane Housing Authority has the authority to issue project based vouchers with a maximum limitation of up to 20% of the County's total number of vouchers. Spokane Housing Authority serves Spokane, Whitman, Stevens and Pend Oreille Counties. The Housing Authority has the discretion to determine the initial contract terms with the owner up to the maximum of ten years. Voucher requests must be submitted, in writing, to the Executive Director of Spokane Housing Authority. The narrative must contain the location and description of the development, state the need for the vouchers, the number of Vouchers requested and must contain a current resident rent roll showing current resident incomes. All Voucher requests will require approval of the SHA Board of Commissioners. The Board of Commissioners will set the Contract terms upon recommendation of the Executive Director.

A Contract will be executed between SHA and the owner of the development. All HUD Program Forms and Contracts under Implementing Regulation 24 CFR Part 983 will be utilized. Current residents will be scheduled for intake appointments and all paperwork will be processed for eligibility and a Housing Quality Standard Inspection will be performed. In the case of new construction pre-leasing and pre-qualification is strongly advised (rental payments are not made prior to qualification).

Spokane Housing Authority will issue a new Tenant Based Rental Assistance voucher to families who choose to move within one year or more of residency in the project-based development.

Attachment H – Response to Resident Survey

FOLLOW-UP PLAN TO RESIDENT SURVEY CONDUCTED DURING FY2000

December 2000

Spokane Housing Authority (SHA) will address the concerns of Public Housing residents regarding Services expressed in the Resident Survey conducted by HUD.

The Housing Authority will address those concerns by following the procedures for work orders that are in the Maintenance Policy.

In particular, the Housing Authority will make every effort to abate emergency work order requests within 24 hours. It is the policy of the Housing Authority to respond to non-emergency work order requests within 7 days whenever possible and no longer than 30 days. SHA will continue to give priority to scheduled routine and preventive maintenance that will achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

ATTACHMENT 1

FSS Annual Progress Report

Spokane, Stevens & Pend Oreille Counties

HA: Spokane Housing Authority				Annual Report		
Coordinators: Cindy Algeo, Jennifer Balaszi				Period Ending		
Phone: 509-252-7133				9 / 30/00		
	This Report Period			Cumulative		
1. FSS program Size:	SCB	PH	Total	SCB	PH	Total
Minimum FSS program size based on units received:				201	9	210
2. Participants:						
Active Participants:	244	13	257			
Active Participants with escrow:	130	10	140			
Graduates:	43	1	44	112	6	117
Graduates that moved off Housing Subsidy:	33	1	34	97	5	102
Graduate Home owners:	8	0	8	30	3	33
Average time frame to complete contract:				48 mo.	48 mo.	48 mo.
Participants terminated before program completion:	36	0	36	154	6	160
Applicants on Waiting List:	0	0	0			
3. Escrow Accounts:						
HA current escrow in holding for Active Participants:	259,044	21,603	280,647			
Interim escrow withdrawals paid out to Active Participants:	7,270	678	7,948	8,170	678	8,848
Escrow withdrawals paid to Graduates at contract completion:	261,572	209	261,781	351,768	18,007	369,775
Grand Total of generated escrow by Active and Graduated Participants:				610,812	37,610	650,422
Average escrow amount paid to Graduates:				3,141	3,601	3,160
Interim escrow withdrawn by Terminated Participants:				0	0	0
Forfeited escrow by Terminated Participants:	9,385	0	9,385	29,965	4,132	34,098
4. Other:						
A. Has the HA been able to coordinate adequate resources and necessary supportive services for FSS Participants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
If not, what have been the primary resources and/or supportive services that have been unable to be generated within your community?						
B. Based on your experiences in implementation of the FSS Program, what recommendations would improve the effectiveness of the program?						
C. Please attach any innovative or additional program information that would support the effectiveness of the program. (Submit attached attachment)						

FSS PROGRAM SIZE

(REQUIRED MINIMUM)
Spokane Housing Authority - Spokane, Stevens, and Pend Oreille Counties

NUMBER OF SECTION 8 FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)
40	1/94		1/96	40
50	3/95		3/97	50
127	12/95	44 - 1/96	12/97	83
4	2/97	4 - Notice PIH 97-45		
18	4/97	18 - ""		
29	7/97	29 - ""		
11	8/97	11 - ""		
15	9/97	15 - ""		
11	9/97	11 - ""		
2/98, Notice PIH 97-45 states that the minimum FSS obligation cannot be reduced below the number of families currently enrolled:				
100	12/99	45 - 4/99	12/2000	55
(Mainstream)			Total:	273
72 have graduated from FSS since QHARA, 10/21/98. Required number of slots are:				
				201
NUMBER OF PUBLIC HSG FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)
12	4/94		4/96	12
3 have graduated from FSS since QHARA, 10/21/98. Required minimum number of slots are:				
				9

FSS Annual Progress Report

Whitman County

HA: Spokane Housing Authority	Annual Report
Coordinators: Amy Scrupps	Period Ending
Phone: 509-334-9147	09/20/00

	This Report Period			Cumulative		
	SC &	PH	Total	SC &	PH	Total
1. FSS program Size:						
Minimum FSS program size based on units received *				33		33

2. Participants:

Active Participants:	80	80			
Active Participants with escrow:	40	40			
Graduates:	14	14	24		24
Graduates that moved off Housing Subsidy:	12	12	22		22
Graduate Home owners:	6	6	6		6
Average time frame to complete contract:			36 mo.		36 mo.
Participants terminated before program completion:	15	15	24		24
Accounts on Waiting List:	0	0			

3. Escrow Accounts:

HA current escrow in holding for Active Participants:	\$2,899	\$2,899			
Interim escrow withdrawals paid out to Active Participants:	0	0	0		0
Escrow withdrawals paid to Graduates at contract completion:	25,116	25,116	50,369		50,369
Grand Total of generated escrow by Active and Graduated Participants:			143,268		143,268
Average escrow amount paid to Graduates:			2,099		2,099
Interim escrow withdrawn by Terminated Participants:			0		0
Forfeited escrow by Terminated Participants:	3,664	3,664	15,013		15,013

4. Other:

A. Has the HA been able to coordinate adequate resources and necessary supportive services for FSS Participants? Yes ☒ No ☐

If not, what have been the primary resources and/or supportive services that have been unable to be generated within your community?

B. Based on your experiences in implementation of the FSS Program, what recommendations would improve the effectiveness of the program?

C. Please attach any innovative or additional program information that would support the effectiveness of the program. (Submit separate attachment)

FSS PROGRAM SIZE

(REQUIRED MINIMUM)

Spokane Housing Authority - Whitman County

NUMBER OF SECTION 8 FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)
25	11/92		11/94	25
12	1/94		1/96	12
76	10/96	76 - Notice PIH	97-45	
11	6/97	11 - " " " "		
2/98, FSS minimum obligation cannot be reduced below the number of families currently enrolled in the FSS program:				
				38
11 (Mainstream)	12/98		12/2000	11
			Total:	49
16 have graduated from FSS since passage of QIHWA; Minimum number of required slots:				33
NUMBER OF PUBLIC HSG FSS SLOTS	DATE OF AWARD LETTER	WAIVER APPROVED (If Yes, Number of Slots and Date of Waiver)	DATE SLOTS MUST BE FILLED	MINIMUM PROGRAM SIZE (Cumulative)

**DISTRIBUTION OF FUNDS FOR
RESIDENT PARTICIPATION ACTIVITIES**

**MEMORANDUM OF UNDERSTANDING BETWEEN
Spokane Housing Authority
AND
Spokane Housing Authority RESIDENT ADVISORY BOARD**

This Memorandum of Understanding (MOU) is entered into between the Spokane Housing Authority (SHA) and the Spokane Housing Authority Resident Advisory Board (RAB). The parties agree to the following:

HUD has issued interim instruction on the distribution and use of operating subsidy funds as called for by the Quality Housing and Work Reform Act (PHRA).

The PHRA places value on resident participation in the planning and oversight of the Housing Authority by requiring at least one SHA participant on the Board of Commissioners and the establishment of a RAB for involvement in SHA's Annual Plan.

The interim rule requires SHA to include in its operating subsidy calculation \$25 per public housing unit per year for resident participation activities.

PURPOSE OF MEMORANDUM OF UNDERSTANDING

SHA and RAB agree that there are currently 125 public housing units eligible for the \$25 Resident Participation Fund for Fiscal Year 2002. Both parties agree that this funding will be made available for the following resident participation activities:

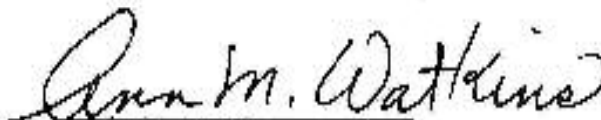
- 1) Provide \$2125.00 to be available for the Resident Commissioner for training and participation in regional and national conferences for Housing Authority Commissioners.
- 2) Provide \$1000.00 to be available for the RAB for individual and group training.

3/28/01

Date



Dianne Quast
Executive Director
Spokane Housing Authority



Ann Marie Watkins
President
Resident Advisory Board

Attachment K - Other Public Comments

PUBLIC HEARING AGENCY PLAN February 6, 2001

The Public Hearing was opened by Spokane Housing Authority Board of Commissioners Chairperson Janet Bastine at 5:30 p.m.

Chairperson Bastine explained the draft Agency Plan to the attendees.

Marj Dahlstrom – Spokane Low Income Housing Consortium (written comments attached)

SLIHC acknowledges the current range of assistance and providing and increasing the amount and number of people assisted each month. Increase the availability of affordable housing. They are supportive of the city/county joint housing authority so as to include other small communities. They support preservation of the Section 8 projects and support establishing a workgroup for opt-outs. SLIHC would like to be included in regional development strategies and facilitate discussions on ways to not duplicate services and identify gaps. They endorse using tax exempt financing in support of other projects. Section 8 project basing would be another strategy.

Judith L. Maibie – Identified herself as a homeless person

Ms. Maibie is on the Section 8 waiting list for housing assistance. Ms. Maibie stated she had heard rumors about federal funding recently being obtain by the housing authority and wondered why more subsidies aren't available. She has gotten a bad impression about the waiting list process and isn't clear on how people move up on the waiting list, what criteria is used to do that? She has experienced frustration when she tries to contact anyone at the housing authority it is difficult to get to a person on the phone.

Maria Trunkenbolz – Property Manager and Owner (M.T. Management)

She has found it increasingly impossible to do business with the housing authority. What does the Agency Plan do to address this problem. No one will return calls left on voicemail messages and it is impossible to talk to a person.

Tawney Carrier –Representative George Nethercutt's office

Ms. Carrier will be addressing housing issues for Rep. Nethercutt's office. She agreed to assist housing authority staff in meeting with Rep. Nethercutt during the NAHRO Legislative Conference in March.

There were no further comments – hearing adjourned 6:00 p.m.

**Spokane
Low Income
Housing
Consortium February 6, 2001**

Dianne Quast
Executive Director
Spokane Housing Authority
55 W. Mission
Spokane, WA 99201

Dear Diane:

Thank you for the opportunity to comment on the Housing Authority's Plan. My comments on the Spokane Housing Authority Strategic Plan and Five Year Agency Plan for fiscal years 2002-2006 include:

Strategy Goal #1-Increasing availability of affordable housing

Objective #1, Strategy #1-Request reference to Spokane Housing Affordability Partnership document be referred to as a report on housing affordability rather than a needs assessment. The Housing Partnership voted at their January 30' meeting to refer to the document as a report.

Objective #1, Strategy #2-Support joint City/County jurisdiction of the Housing Authority and the cities within Spokane County. SLIHC sent a letter to the Spokane County Commissioners in December requesting that they approve joint jurisdiction.

Objective #1, Strategy #3-SLIHC has agreed to facilitate the exchange of information to community groups for Section 8 properties opting out of the program, and supports the establishment of a working group to develop a strategy for preserving Section 8 projects.

Objective #2, Strategy #3(b)-SLIHC has agreed to facilitate discussions by member organizations of regional development strategies, and supports the Housing Authority's efforts to further those discussions.

Objective #4, Strategy #1(a)-SLIHC adopted policies in 2000 that strengthen its commitment to addressing local housing needs and has identified priority activities for 2001 that work toward strengthening local collaborative housing efforts, including identification of barriers to housing choice.

In general, SLIHC supports the Spokane Housing Authority's annual plan goals to expand the number of households served and the targeting of assistance to households with an income below 30% of the area median income. SLIHC encourages the Housing Authority's efforts to collaborate with other housing and support service providers to discuss ways in which the Authority's powers, such as tax-exempt financing can increase the affordable housing supply. SLIHC requests that the Housing Authority also consider project based Section 8 collaborations with other housing providers.

Again, thank you for the opportunity to comment.

Sincerely,

Marj Dahlstrom, Executive Director

SHA PUBLIC HOUSING PET POLICY

EXCLUSIONS

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

PETS IN PUBLIC HOUSING PROJECTS

The Spokane Housing Authority will allow for pet ownership in all units designated for use by elderly and/or disabled families in any project or building. The Authority also allows pets in its scattered site family units in accordance with the terms of this policy.

APPROVAL

Residents must have the prior approval of the Housing Authority before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before the Housing Authority will approve the request.

TYPES AND NUMBER OF PETS

The Spokane Housing Authority will allow only domesticated dogs, cats, birds, and fish in aquariums in units. All dogs and cats must be neutered and spayed. All animals must be indoor pets only.

Only one (1) pet or aquarium per unit is allowed.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed thirty (30) pounds in weight.

INOCULATIONS

It is the responsibility of the resident to secure for their pet appropriate licensing and inoculations against rabies and other conditions prescribed by local ordinances.

PET DEPOSIT

A pet deposit of \$100.00 is required at the Parsons Apartments at the time of registering a pet. The deposit is refundable when the pet or the individual/family vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

A pet deposit of \$250.00 is required for the scattered site units. The deposit is refundable when the pet and/or family/individual vacate the unit, less any amounts owed due to damage beyond normal wear and tear.

Note: In either instance, should the cost of correcting pet-caused damages exceed the deposit amount, such additional cost must be paid by the resident.

FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Spokane Housing Authority reserves the right to exterminate and charge the resident.

NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or Spokane Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or move him/herself.

DESIGNATION OF PET AREAS

If the owner takes the pet outside the owner's apartment/scattered site house/fenced yard, the pet must be on a leash at all times. No outdoor cages/pens/dog-runs may be constructed in scattered-site yards. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

VISITING PETS

No "visiting pets" are allowed at any public housing unit.

REMOVAL OF PETS

The Spokane Housing Authority, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of

the development or of other persons in the community where the development is located.

POLICY EXPLANATION

This Pet Policy will be reviewed with each new Public Housing resident at the time of move-in to ensure that all public housing resident households understand the conditions under which they may have pets while residing in a public housing unit.